Birth to Five Service

2012 /13 Online Training Directory Managers user guide

(Revised Dec 11)

A Step by Step Guide to Making and Managing a Course Booking

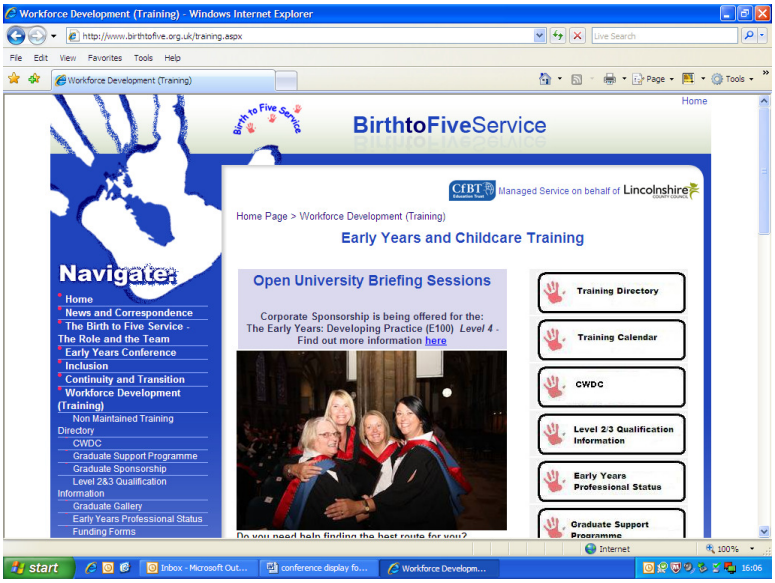
Managed Service on behalf of

TO FIND THE TRAINING DIRECTORY ONLINE BOOKING SYSTEM

Home Page - Windows Internet Explorer
http://www.birthtofive.org.uk/
BirthtoFiveService
Navigate:
Home
News and Correspondence
The Birth to Five Service - The Role and the Team
Early Years Conference
Inclusion
Continuity and Transition
Workforce Development (Training)
SEAD, CLLD, ECAT & ICT
Early Years Foundation Stage
EYFS Profile, Moderation & ARK
Welfare Requirements Documentation & Guidance
Ofsted Guidance & Information
Early Years Entitlements
Managed Service on behalf of Lincolnshire
Home Page
Welcome to the Lincolnshire Birth to Five Service Website
From this site you can access guidance and advice on developing high quality early years practice, as well as find out about a range of training opportunities. Our aim is to support the development of settings in order to promote excellent learning experiences for all young children in Lincolnshire, which has a long history of providing quality childcare and education. As a Service, we believe that the early years of a child's life are vital. Children learn at such speed, devouring learning, delighting in anything new and relishing challenge and experimentation endlessly. Let us help them to learn.
The website has one clear purpose – to support teaching and learning in Lincolnshire Settings by presenting all practitioners throughout the county with information and resources to aid effective
What's new with Birth to Five...
For an RSS feed of Birth to Five News Items, click here.
May 11 - Early Years Conference ' Celebrating Together Talking, Listening and Taking Part
The Conference is now just a month away, click here for details and to book your tickets before they've all gone.
May 11 - Hello! Focus for May
Good communication begins at home. Learn how to turn everyday activities into fun communication opportunities.

To find the booking system, in the top search line type in www.birthtofive.org.uk

As this page opens, click onto the link on the left called **Workforce Development**



As the training home page opens, click onto the top button titled **Training Directory**

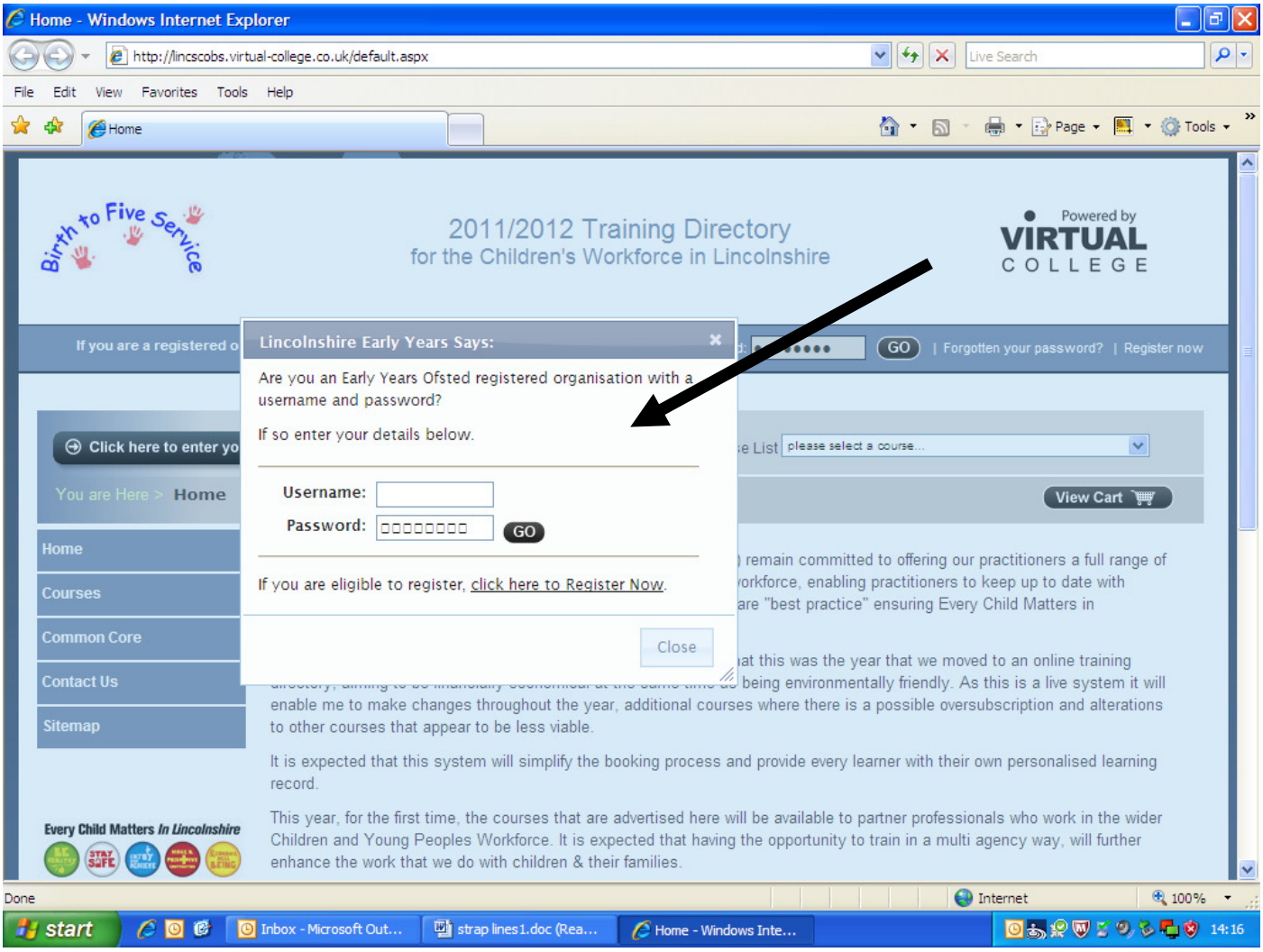
Non Maintained Training Directory - Windows Internet Explorer
http://www.birthtofive.org.uk/training/trainingdirectory.aspx
BirthtoFiveService
Navigate:
Home
News and Correspondence
The Birth to Five Service - The Role and the Team
Early Years Conference
Inclusion
Continuity and Transition
Workforce Development (Training)
Non Maintained Training Directory
Booking Procedure
Your Responsibilities
Cancellation Procedure
Jargon Buster
CWDC
Graduate Support Programme
Graduate Sponsorship
Level 2&3 Qualification
Managed Service on behalf of Lincolnshire
Home Page > Workforce Development (Training) > Non Maintained Training Directory
Early Years Training Directory
The Training Directory can now be accessed through the link above and all bookings are done online through the same system. For useful information on bookings please see the links on the side of this page.
If you are an eligible setting, you should recieve your login details by email. Childminders and after school clubs must register with the booking system through the available links.
For a list of frequently asked questions, please click here.
PLEASE NOTE: As the Training Directory is now a live document it enables us to update it on a regular basis, adding additional courses as required or as new initiatives are introduced - keep dropping by to see whats new or follow us on Twitter as announcements are made
Please be aware that the elearning modules will not be
Online Booking System
Guide to the Online Booking System
Booking Procedure
Your Responsibilities
Cancellation Procedure
Jargon Buster

As the Training Directory page opens you will see the booking system is the **top button – Online Booking System**, click on here and it will open a new window for you to enter the booking system

HOW TO FIND A COURSE

&

MAKE A BOOKING



Log in here if you have been provided with the relevant details – if you are an early years, ofsted registered , day nursery, preschool or playgroup you will have been emailed log in information to the setting generic email address held by the Birth to Five Service. You should always use the setting details here so as discount can be applied – individual user details will not be recognised.

If you are a Registered Childminder or Out of School club you will need to click on the register now button and provide the information requested in order that a username and password can be created for you – this will automatically allocate the discount for your training at the point of checkout..

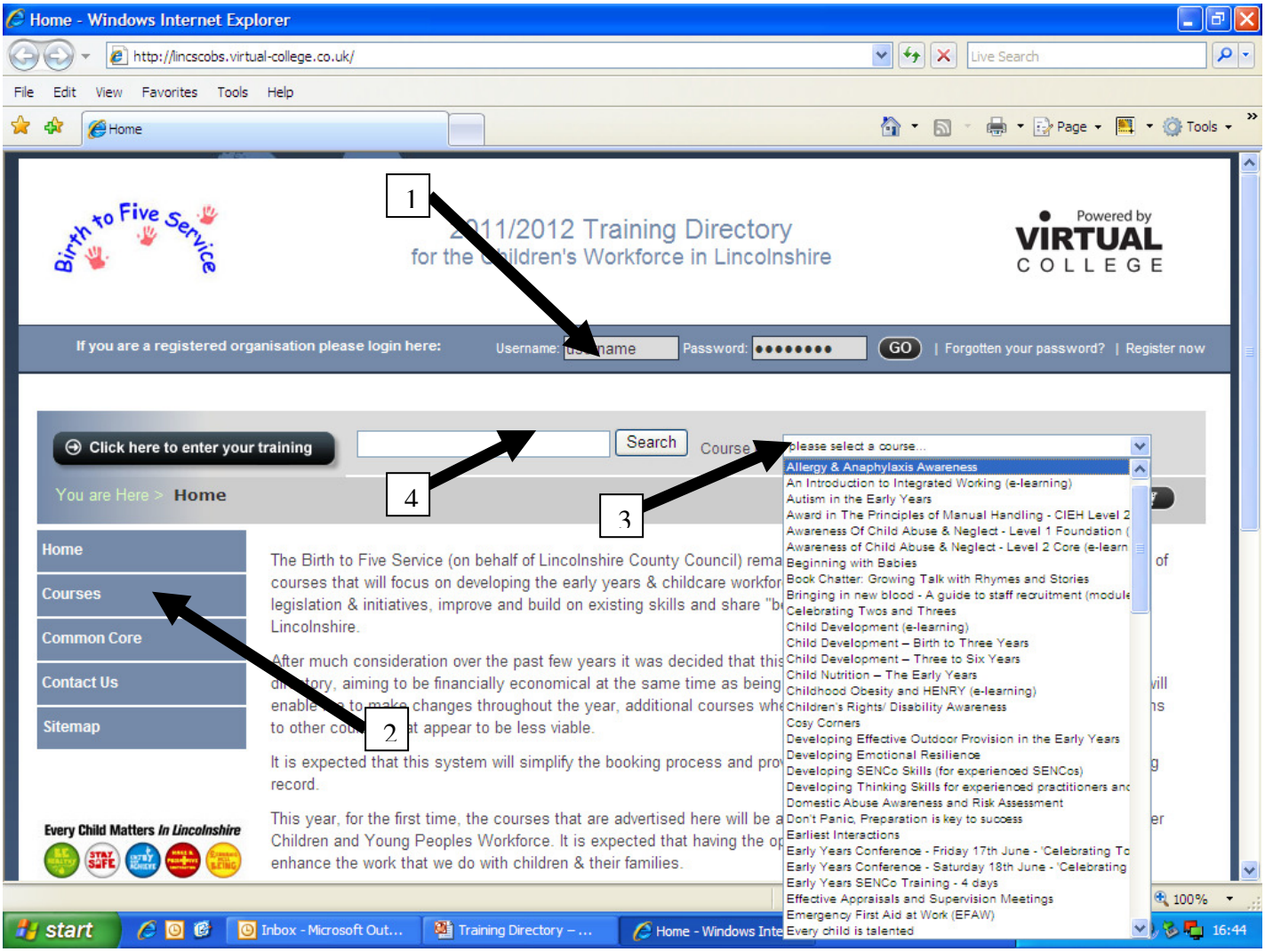
If you currently in the process of registering as a childminder then you should enter as much information as possible, in the register now boxes, and where it asks for your date of registration just type in IN PROCESS OF REGISTRATION. Do remember though to email the system administrator with your registration number and date of registration once your certificate arrives in order to start benefitting from a discounted rate.

Please note - These log in details are for your setting only and should not be shared with other organisations. Misuse of the information may result in the details being cancelled.

If you are a partner professional working within the children's workforce in Lincolnshire – such as a school, children's centre or development team, you are more than welcome to book relevant training that is advertised here, but you will be required to pay the full cost that is displayed on each course outline. Click on the register now button and provide as much information as possible in order that log in details can be created for your team.

If you are a Local Authority department / organisation you will then be able to pay for your training by a Local Authority IDT or by budget code transfer – you should have the appropriate budget code to hand which you would like the payment to be taken from when making a booking, this should be quoted when prompted.

Just click on close if you just want to continue to browse course information.


Home - Windows Internet Explorer
http://lincscobs.virtual-college.co.uk/
Live Search
File Edit View Favorites Tools Help
Home
Page Tools
Birth to Five Service
2011/2012 Training Directory
for the Children's Workforce in Lincolnshire
Powered by VIRTUAL COLLEGE
If you are a registered organisation please login here:
Username:
Password:
GO
Forgotten your password?
Register now
Click here to enter your training
Search
Course
please select a course...
Allergy & Anaphylaxis Awareness
An Introduction to Integrated Working (e-learning)
Autism in the Early Years
Award in The Principles of Manual Handling - CIEH Level 2
Awareness Of Child Abuse & Neglect - Level 1 Foundation
Awareness of Child Abuse & Neglect - Level 2 Core (e-learn
Beginning with Babies
Book Chatter: Growing Talk with Rhymes and Stories
Bringing in new blood - A guide to staff recruitment (module
Celebrating Twos and Threes
Child Development (e-learning)
Child Development – Birth to Three Years
Child Development – Three to Six Years
Child Nutrition – The Early Years
Childhood Obesity and HENRY (e-learning)
Children's Rights/ Disability Awareness
Cosy Corners
Developing Effective Outdoor Provision in the Early Years
Developing Emotional Resilience
Developing SENCo Skills (for experienced SENCos)
Developing Thinking Skills for experienced practitioners and
Domestic Abuse Awareness and Risk Assessment
Don't Panic, Preparation is key to success
Earliest Interactions
Early Years Conference - Friday 17th June - 'Celebrating To
Early Years Conference - Saturday 18th June - 'Celebrating
Early Years SENCo Training - 4 days
Effective Appraisals and Supervision Meetings
Emergency First Aid at Work (EFAW)
Every child is talented
You are Here > Home
Home
Courses
Common Core
Contact Us
Sitemap
The Birth to Five Service (on behalf of Lincolnshire County Council) rema
courses that will focus on developing the early years & childcare workfor
legislation & initiatives, improve and build on existing skills and share "b
Lincolnshire.
After much consideration over the past few years it was decided that this
directory, aiming to be financially economical at the same time as being
enable us to make changes throughout the year, additional courses whe
to other cou at appear to be less viable.
It is expected that this system will simplify the booking process and pro
record.
This year, for the first time, the courses that are advertised here will be a
Children and Young Peoples Workforce. It is expected that having the op
enhance the work that we do with children & their families.
Every Child Matters In Lincolnshire
1
2
3
4
start
Inbox - Microsoft Out...
Training Directory – ...
Home - Windows Inte
100%
16:44

1. You will see here that you are still able to log in if you didn't do it in the initial pop up on the home page – this strap line will be displayed on each page so you can log in at any time.

When you do log in it will have your registered settings name displayed within the grey line and it will automatically take you to the home page.

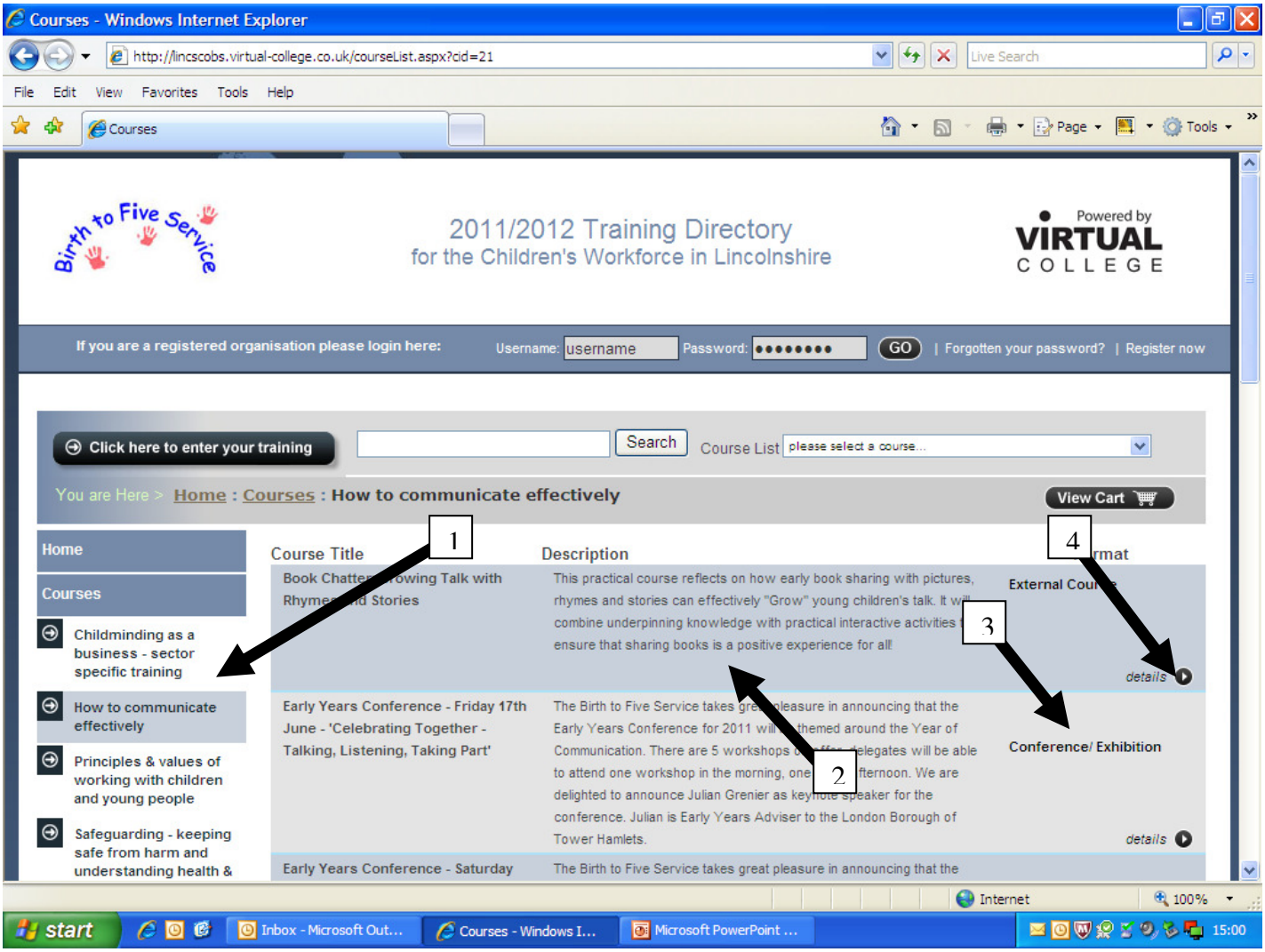
2. Now to look through the training, you will find the courses by a variety of means – by clicking on the courses button on the left hand side panel, this will enable you to view all of the courses on the system alphabetically.

3. If you clicked here it will also open up the sections of the training directory, if you wanted to narrow your search by category. If you know which course you are looking for you should see it listed here alphabetically.

4. If you know the course you want or the subject that you want to cover, you could always try a search in the lighter grey strip. e.g. just type outdoors and it will identify suggested courses for you.

On the right hand side you have 5 buttons:

- **Home:** Home page – this will always take you back to the page you first clicked on
- **Courses:** The full course list will appear here alphabetically
- **Common Core:** explaining the Common Core
- **Contact us:** Who to contact if you have any questions


Courses - Windows Internet Explorer
http://lincscobs.virtual-college.co.uk/courseList.aspx?cid=21
2011/2012 Training Directory
for the Children's Workforce in Lincolnshire
Powered by VIRTUAL COLLEGE
If you are a registered organisation please login here:
Username: username
Password:
GO
Forgotten your password?
Register now
Click here to enter your training
Search
Course List
please select a course...
You are Here > Home : Courses : How to communicate effectively
View Cart
Home
Courses
Childminding as a business - sector specific training
How to communicate effectively
Principles & values of working with children and young people
Safeguarding - keeping safe from harm and understanding health &
Course Title
Description
Book Chatter
Rhyme
Stories
This practical course reflects on how early book sharing with pictures, rhymes and stories can effectively "Grow" young children's talk. It will combine underpinning knowledge with practical interactive activities
ensure that sharing books is a positive experience for all!
External Cour
details
Early Years Conference - Friday 17th June - 'Celebrating Together - Talking, Listening, Taking Part'
The Birth to Five Service takes great pleasure in announcing that the Early Years Conference for 2011 will
themed around the Year of Communication. There are 5 workshops
delegates will be able to attend one workshop in the morning, one
fternoon. We are delighted to announce Julian Grenier as key
speaker for the conference. Julian is Early Years Adviser to the London Borough of Tower Hamlets.
Conference/ Exhibition
details
Early Years Conference - Saturday
The Birth to Five Service takes great pleasure in announcing that the
1
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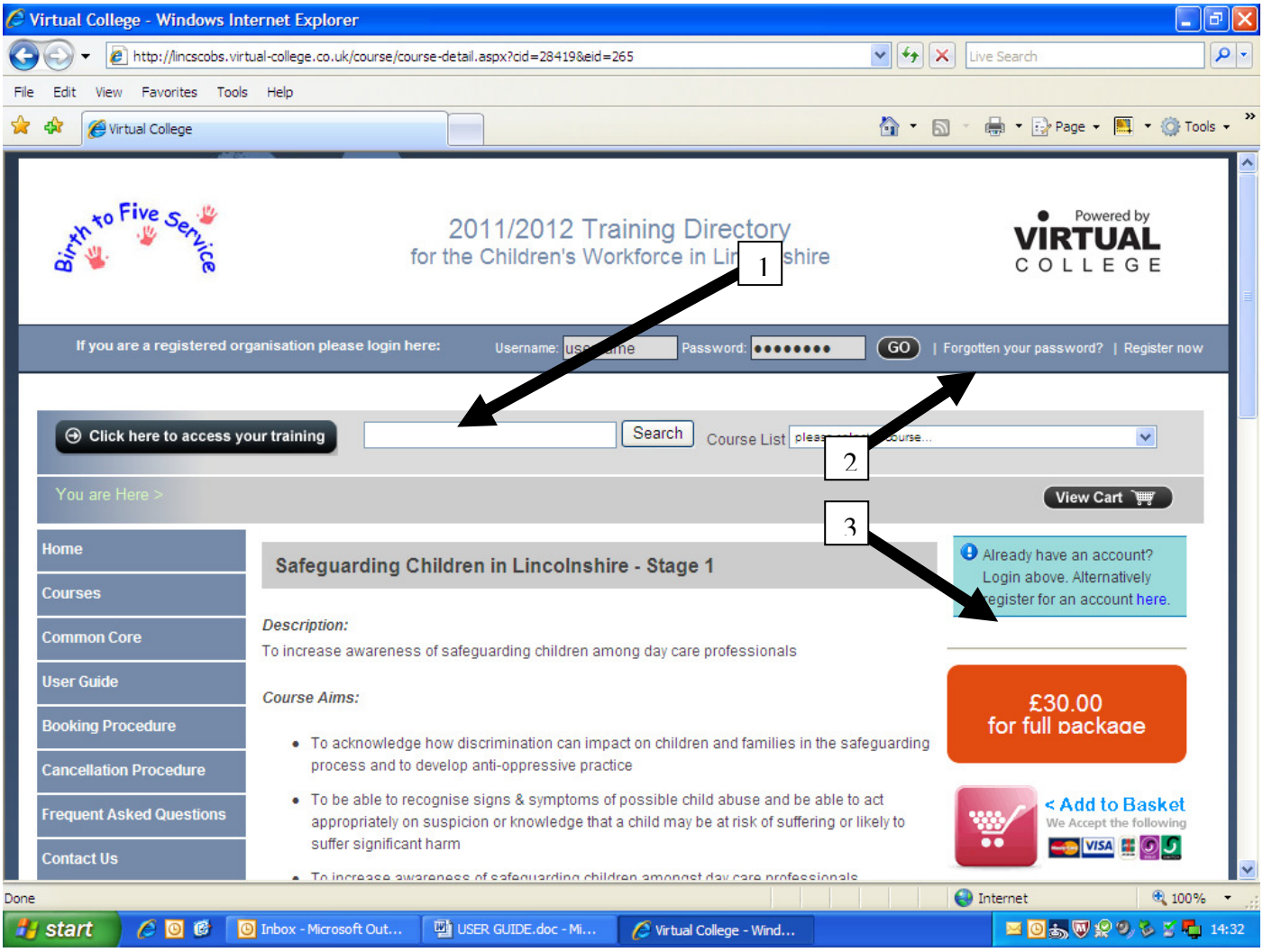
Internet
100%
start
Inbox - Microsoft Out...
Courses - Windows I...
Microsoft PowerPoint ...
15:00

1. On the left hand side you will see the category headings … so if you are looking for communication courses, like we have here, you will click on the 4th heading and all of the relevant courses will appear on the main screen.

2. On this page you will see the title of the course and a very brief description – this will give you a bit of an overview for you to be able to see if this is the sort of course you are looking for.

3. On the right hand side of each description you will see how it is delivered e.g. e-learning or external course.

4. To find out more about a course because you believe this is what you are requiring, click on the **details** button at the end of the row.


Virtual College - Windows Internet Explorer
http://lincscobs.virtual-college.co.uk/course/course-detail.aspx?cid=28419&eid=265
File Edit View Favorites Tools Help
Virtual College
Page Tools
Birth to Five Service
2011/2012 Training Directory
for the Children's Workforce in Lincolnshire
Powered by VIRTUAL COLLEGE
If you are a registered organisation please login here:
Username:
Password:
GO
Forgotten your password?
Register now
Click here to access your training
Search
Course List
You are Here >
View Cart
Home
Courses
Common Core
User Guide
Booking Procedure
Cancellation Procedure
Frequent Asked Questions
Contact Us
Safeguarding Children in Lincolnshire - Stage 1
Description:
To increase awareness of safeguarding children among day care professionals
Course Aims:
To acknowledge how discrimination can impact on children and families in the safeguarding process and to develop anti-oppressive practice
To be able to recognise signs & symptoms of possible child abuse and be able to act appropriately on suspicion or knowledge that a child may be at risk of suffering or likely to suffer significant harm
Already have an account? Login above. Alternatively register for an account here.
£30.00 for full package
Add to Basket
We Accept the following
1
2
3
Done
Internet
100%
start
Inbox - Microsoft Out...
USER GUIDE.doc - Mi...
Virtual College - Wind...
14:32

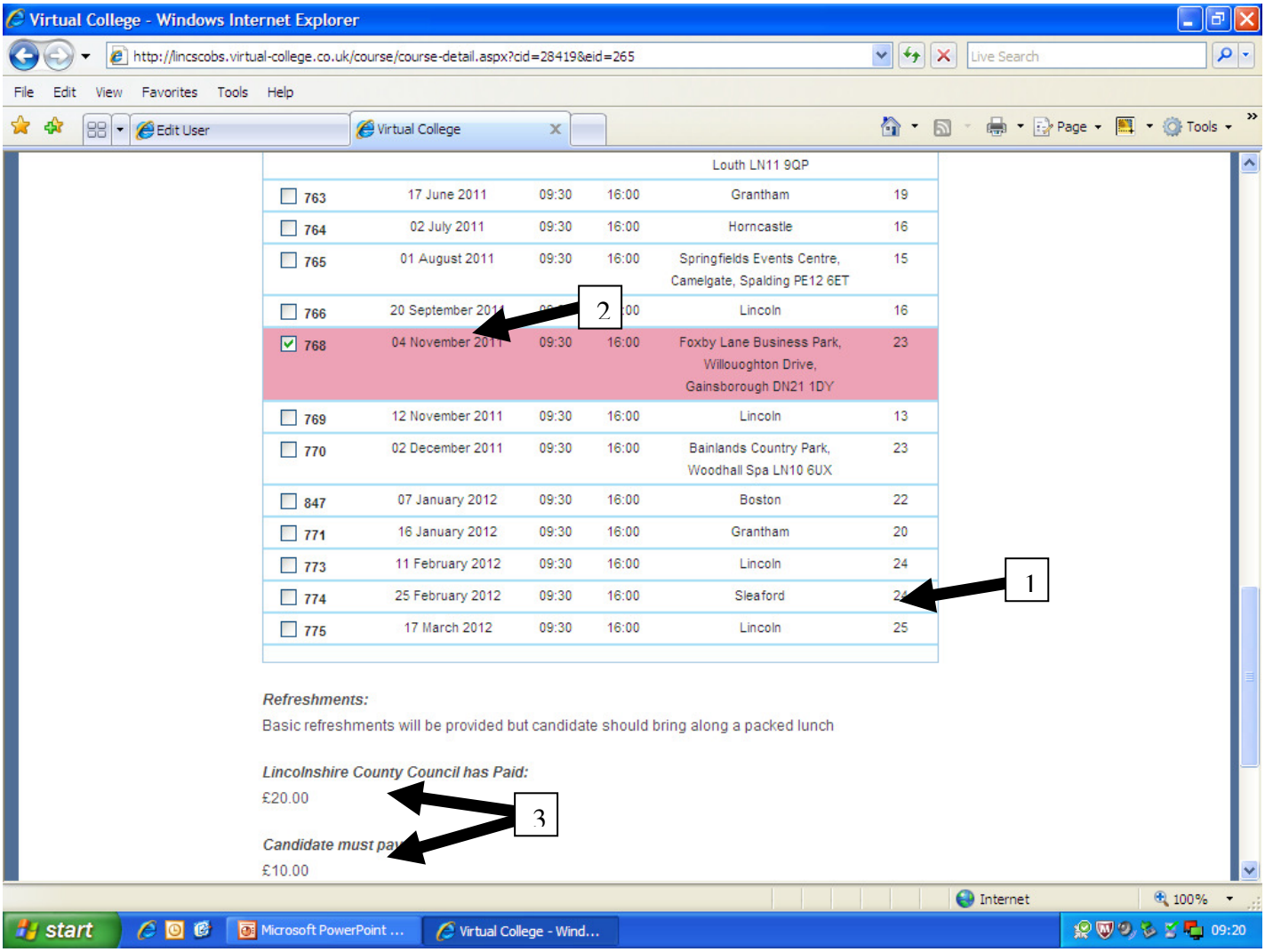
1. When this has opened you will be able to view the course outline in more depth. Here you will be able to see the aims of the course, how it fits with the Early Years Foundation Stage framework and the expected learning outcomes.

2. The price that is displayed here is the cost per person. VAT will be added at the checkout.

3. The details of the Training Provider delivering this course (and logo if available) are also displayed here for your reference. They are delivering the course on behalf of the Lincolnshire County Council, therefore all contact regarding this training should come directly to the Workforce Development Team at the Birth to Five Service and not the Training Provider.

The Local Authority is committed to providing continued professional development for the Private, voluntary or independent early years sector and therefore offers the courses at a subsidised rate. You will see the discount applied after you have added a course to your basket.

As you scroll the page down further you will be able to see the every child matters relevance, target audience and course duration – please note that if the course is to be delivered on more than one day you will see the course dates here.


Virtual College - Windows Internet Explorer
http://lincscobs.virtual-college.co.uk/course/course-detail.aspx?cid=28419&eid=265
Live Search
File Edit View Favorites Tools Help
Edit User
Virtual College
Page
Tools
Louth LN11 9QP
763 17 June 2011 09:30 16:00 Grantham 19
764 02 July 2011 09:30 16:00 Horncastle 16
765 01 August 2011 09:30 16:00 Springfields Events Centre, Camelgate, Spalding PE12 6ET 15
766 20 September 2011 16:00 Lincoln 16
768 04 November 2011 09:30 16:00 Foxby Lane Business Park, Willouoghton Drive, Gainsborough DN21 1DY 23
769 12 November 2011 09:30 16:00 Lincoln 13
770 02 December 2011 09:30 16:00 Bainlands Country Park, Woodhall Spa LN10 6UX 23
847 07 January 2012 09:30 16:00 Boston 22
771 16 January 2012 09:30 16:00 Grantham 20
773 11 February 2012 09:30 16:00 Lincoln 24
774 25 February 2012 09:30 16:00 Sleaford
775 17 March 2012 09:30 16:00 Lincoln 25
2
1
Refreshments:
Basic refreshments will be provided but candidate should bring along a packed lunch
Lincolnshire County Council has Paid:
£20.00
3
£10.00
Internet
100%
start
Microsoft PowerPoint ...
Virtual College - Wind...
09:20

Are you sure that this course is aimed specifically for you in your current job role and going to be delivered at the right level for you?

Scroll down the page further and click on the **view event dates** / **details** button, this will open the list of all of the courses that are available.

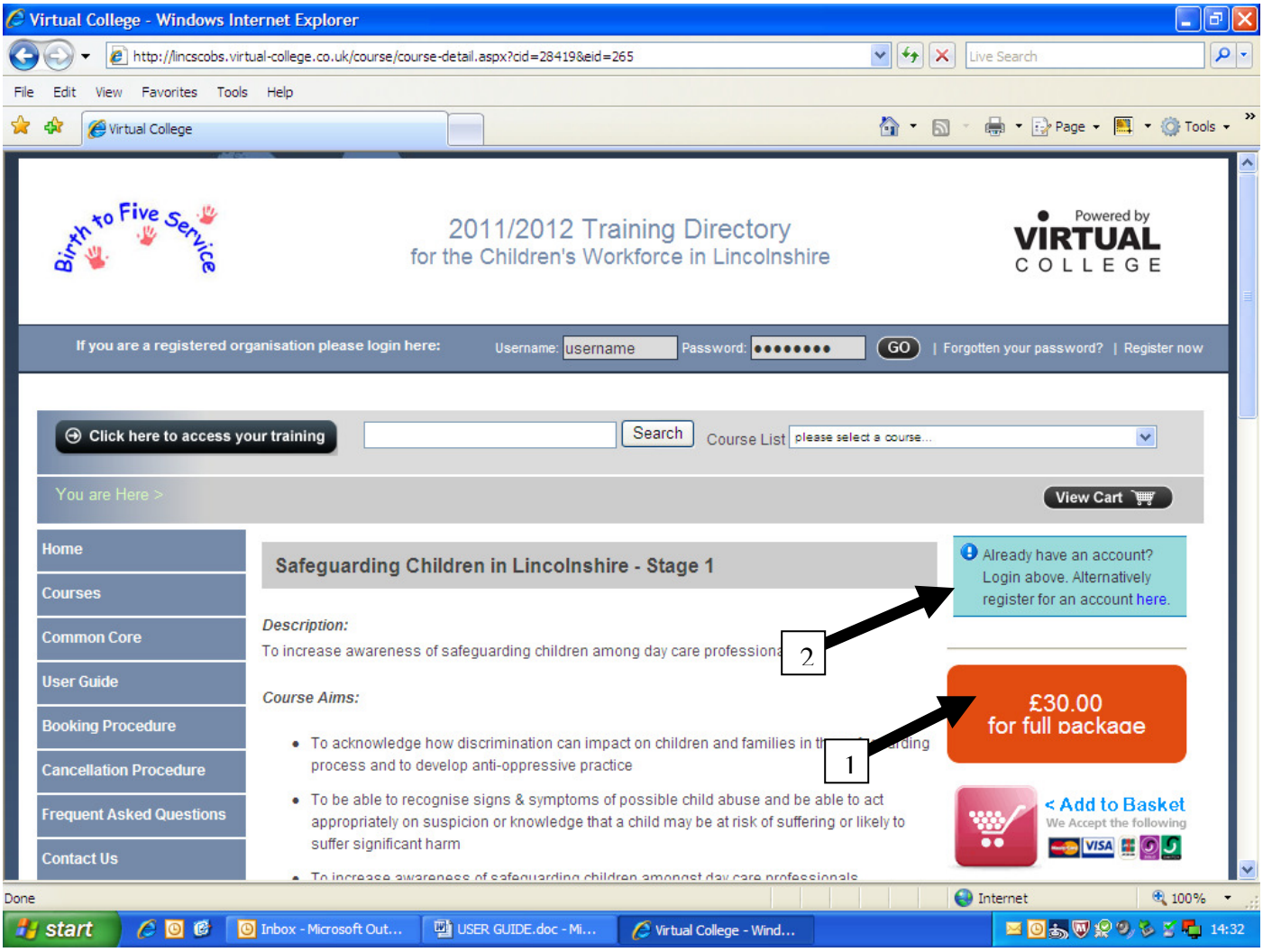
1. At the end of the line you will see the number of places that are remaining on each particular course. As you purchase the course, this number will reduce by the number of places you bought automatically.

Once the course is full, that particular date will be removed from view.

You are able to change the number of people attending on the next page if more than one delegate requires a place on the same day. If you have staff that want to do the same course but on a variety of dates you need to select each date and add it to basket and then continue shopping to add further dates as the system will only allow you to select one course at a time. e.g. 2 staff members wish to do the course on 7th June and another staff member wishes to attend on the 7th January 2012 – You should click on 7th June, add it to basket and then alter the number of people attending and refresh your page – shown later in this guide, after which you should continue to shop and then add the 7th January course to your basket, all of the courses you require should then be viewed in your cart so finally go to checkout.

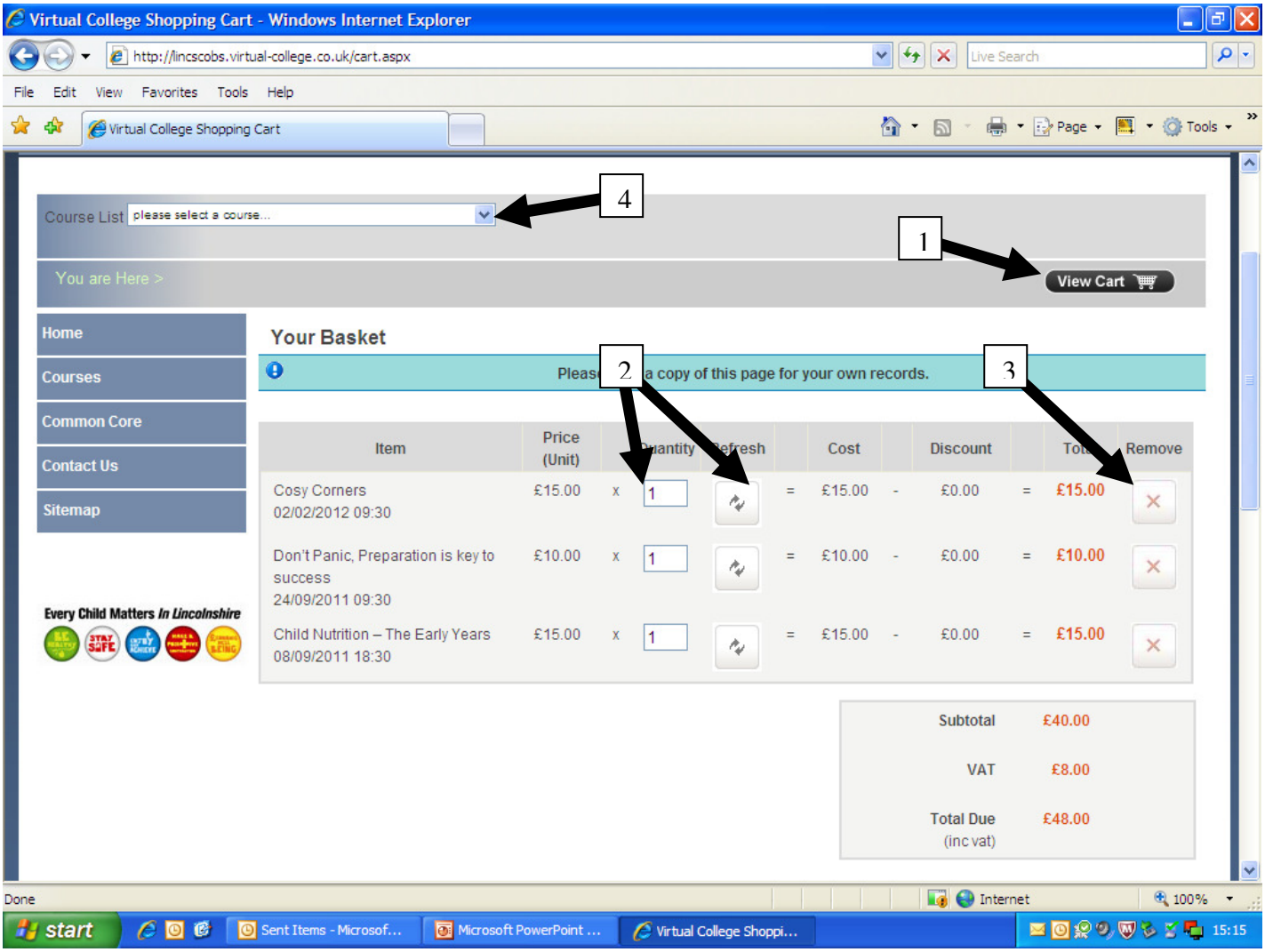
2. If you have decided that you, or a member of your staff team is able to attend on one of the advertised dates, you should click in the relevant **course code box**, the line will turn pink.

3. If you're a registered setting that is eligible for discount, the amount will be shown here.



1. Simply now scroll back up the page and **add it to your basket**.
2. Again, if you haven't yet logged in, now is the time to do it before you get to the checkout.

Click onto the box above the price and enter your details.



1. In your basket you should be able to review your order. At any time whilst browsing the system you can click on the **View Cart** button and it will bring you back to this page if you have clicked to buy anything it will be displayed here until you either remove it or go to checkout.

2. To increase the number of people you want to attend the training, type the amount in the quantity box and click on refresh, this will update your trolley

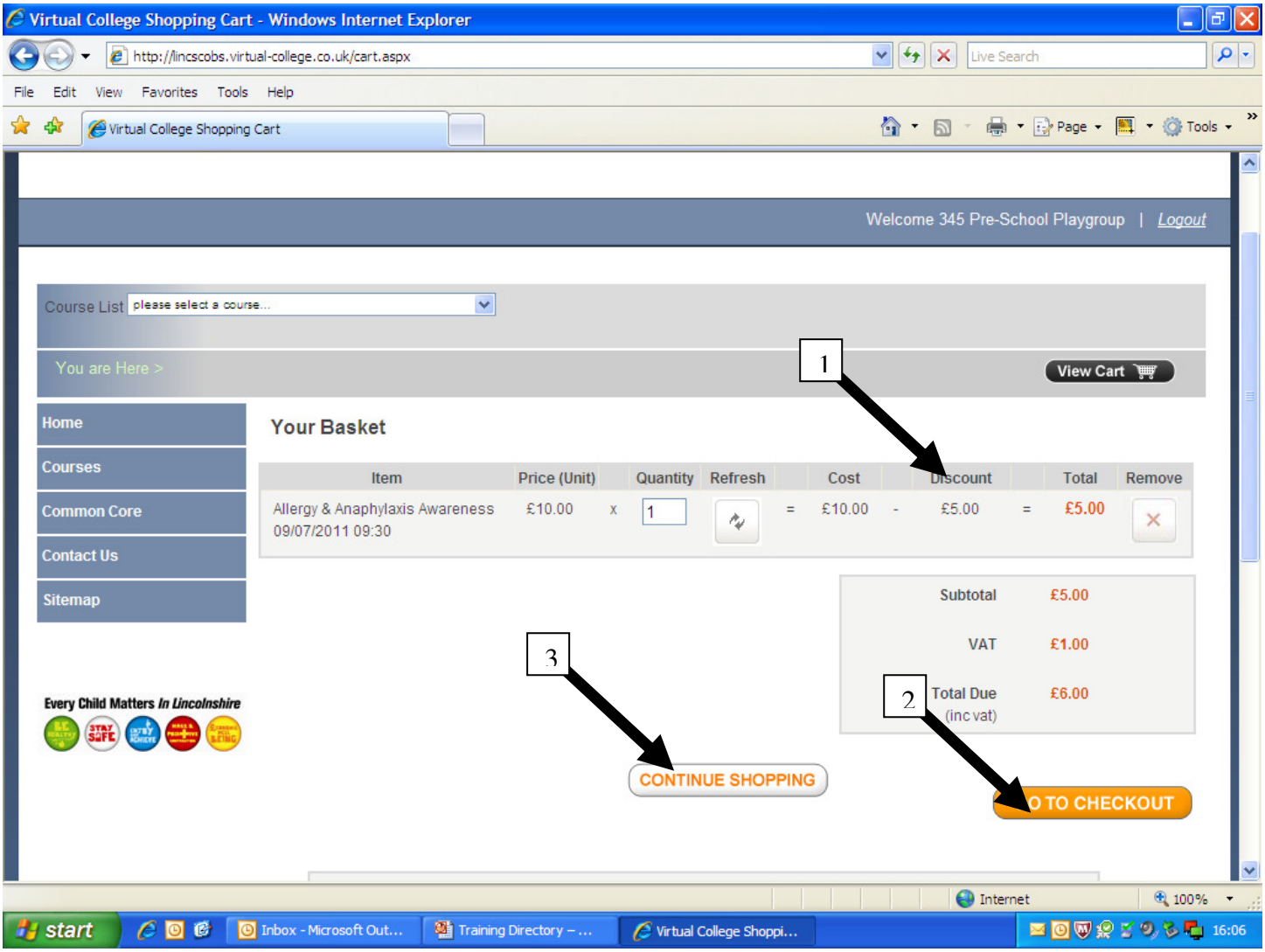
3. If you've changed your mind and decided this course is not the course you'd like to attend, just click on the **red cross** at the end of the row and this will remove the item from your basket.

As this user is not a Private, Voluntary or Independent early years setting they are not entitled to receive any discount.

You are advised, if connected to a printer, to print a copy of this page for your records in order that courses can be recorded on your Birth to Five Service annual calendar that should have been posted to you recently.

4. So they can now continue to shop by clicking on the relevant button at the bottom or, if you know what else you are looking for, click on the course drop down list at the top of the screen and scroll to find the course you want

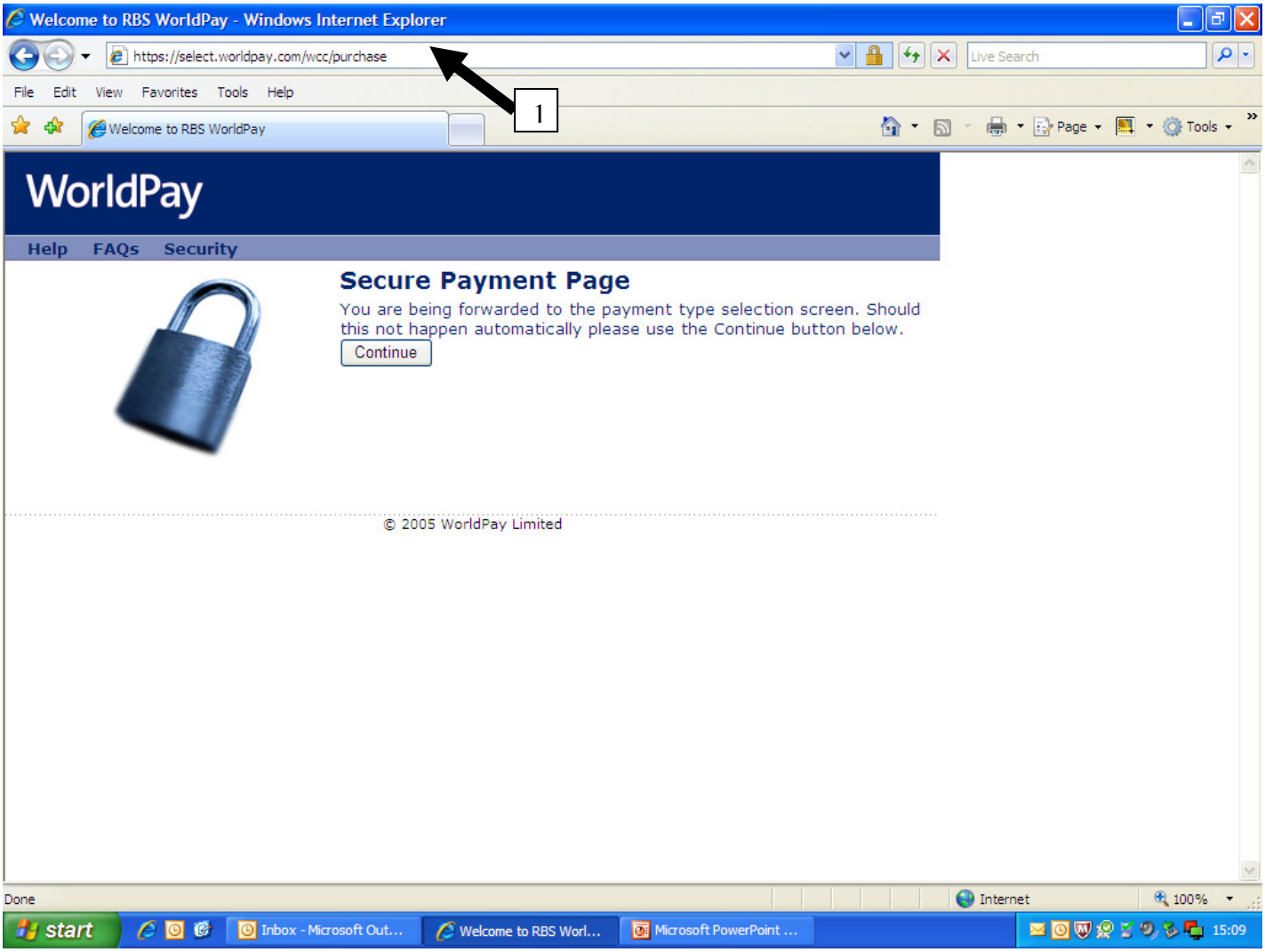
If you have finished shopping simply go to **Checkout**.



1. On this slide you will see the difference if the setting is a Private, Voluntary or Independent early years setting, the system will have recognised their log in details and automatically generated the discount that they are entitled to for the course.

2. Again, in the same way, this setting can continue to shop if there is a range of courses they need to book

3. Or go to checkout if they have finished browsing.



Final step is to pay for your training.

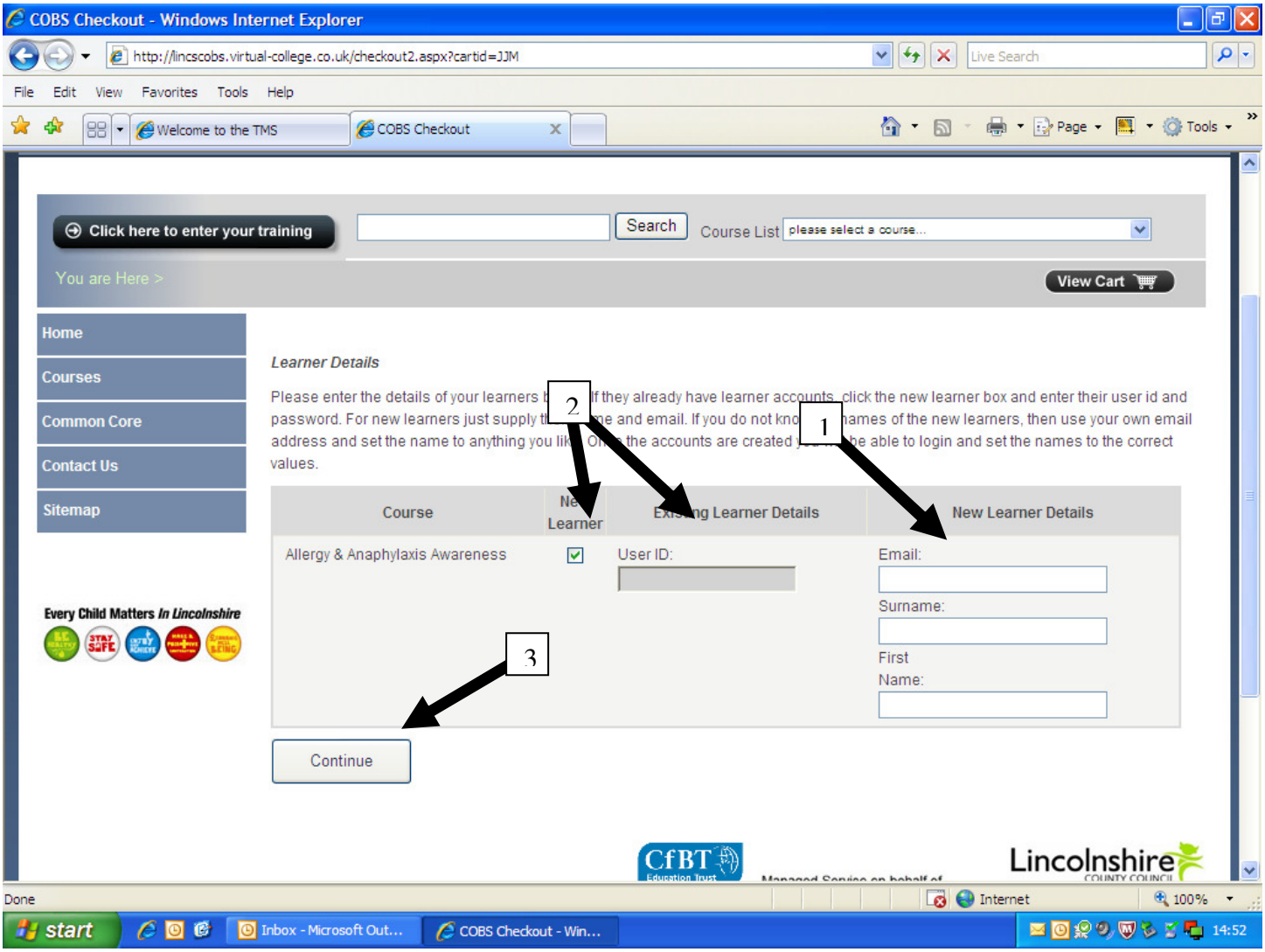
1. Please note that in your top web address toolbar, the web address should start **https** – it is the s within this address that confirms the site is a secure web page.

2. Click to continue

Unless you are set up to pay by a Local Authority budget transfer, you will be required to pay by one of the advertised methods – Visa Debit / Credit, Maestro or Paypal

As cheques are gradually being phased out of use, it is recommended that users consider what methods of payment will be used in the future.

You should receive two emails now, one to confirm your purchases as an automatic response from the system administrator and the other as receipt for you payment.



Once you have finished at the checkout you will be asked to allocate a learner to each course.

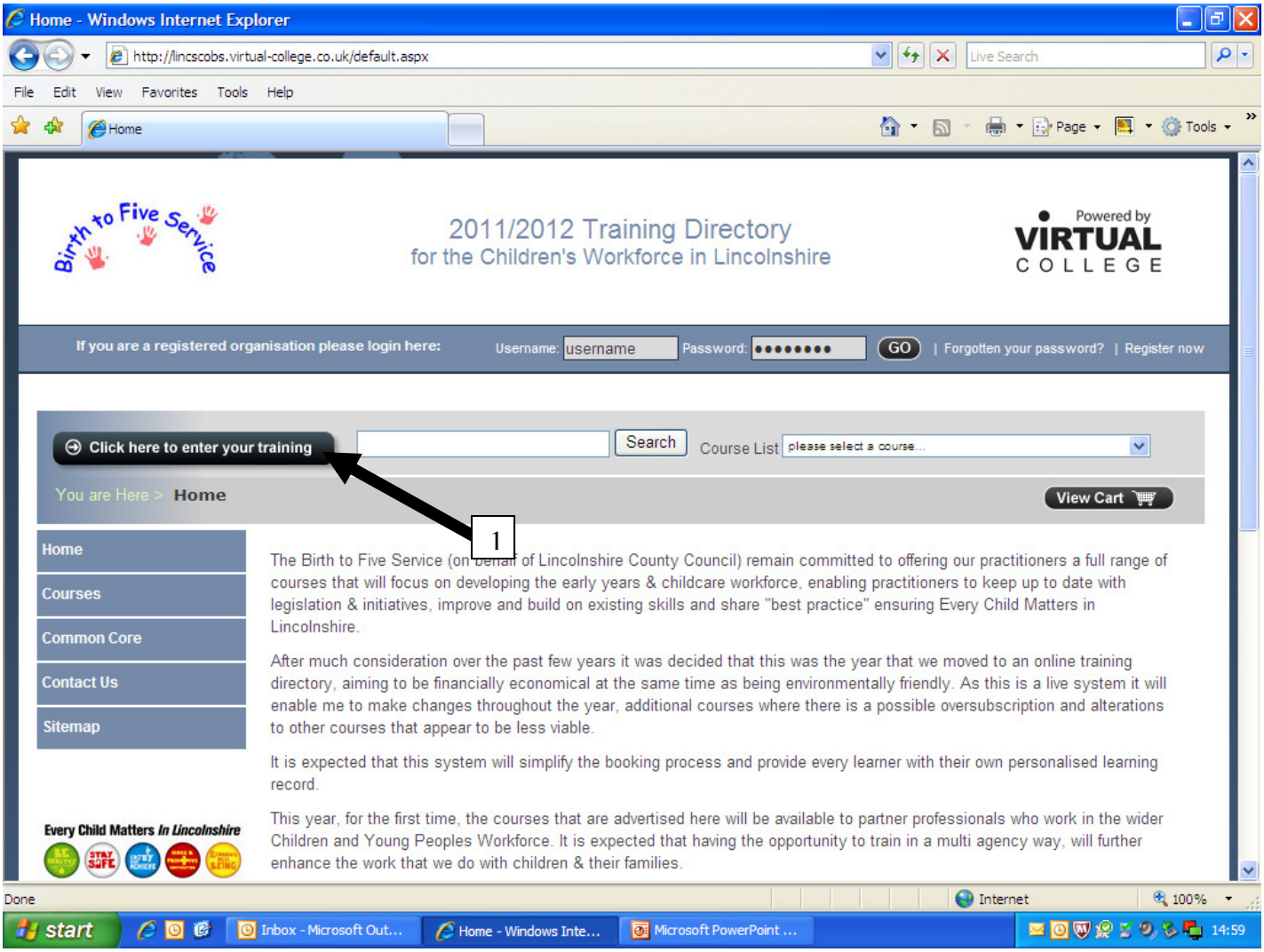
1. If this is the first time the learner has been booked onto a course then the information on the right needs to be completed. It is best if you can have their personal email to hand in order that this can be submitted at this point, then confirmation emails will be generated to both the setting and the personal email accounts. This is so as that the Manager of the setting constantly has an overview of what the team are doing, but the individual learner will be able to access their own learning in order to complete pre and post course questionnaires.

2. If the learner has previously attended training via this system (or you've completed a form providing us with your staff details so we could enter them ready for you use in the drop down list if you), unclick the new learner box and type in the userID that has been allocated to that learner previously (this can be changed by the learner if they log in and edit their details)

All correspondence with regard to the courses will be done by email, so you are advised to check your email accounts on a weekly basis as a minimum.

3. Click on **Continue** once all of the boxes are complete

HOW TO MAKE THE MOST OF AND MANAGE YOUR LEARNING MANAGEMENT SYSTEM


Home - Windows Internet Explorer
http://lincscobs.virtual-college.co.uk/default.aspx
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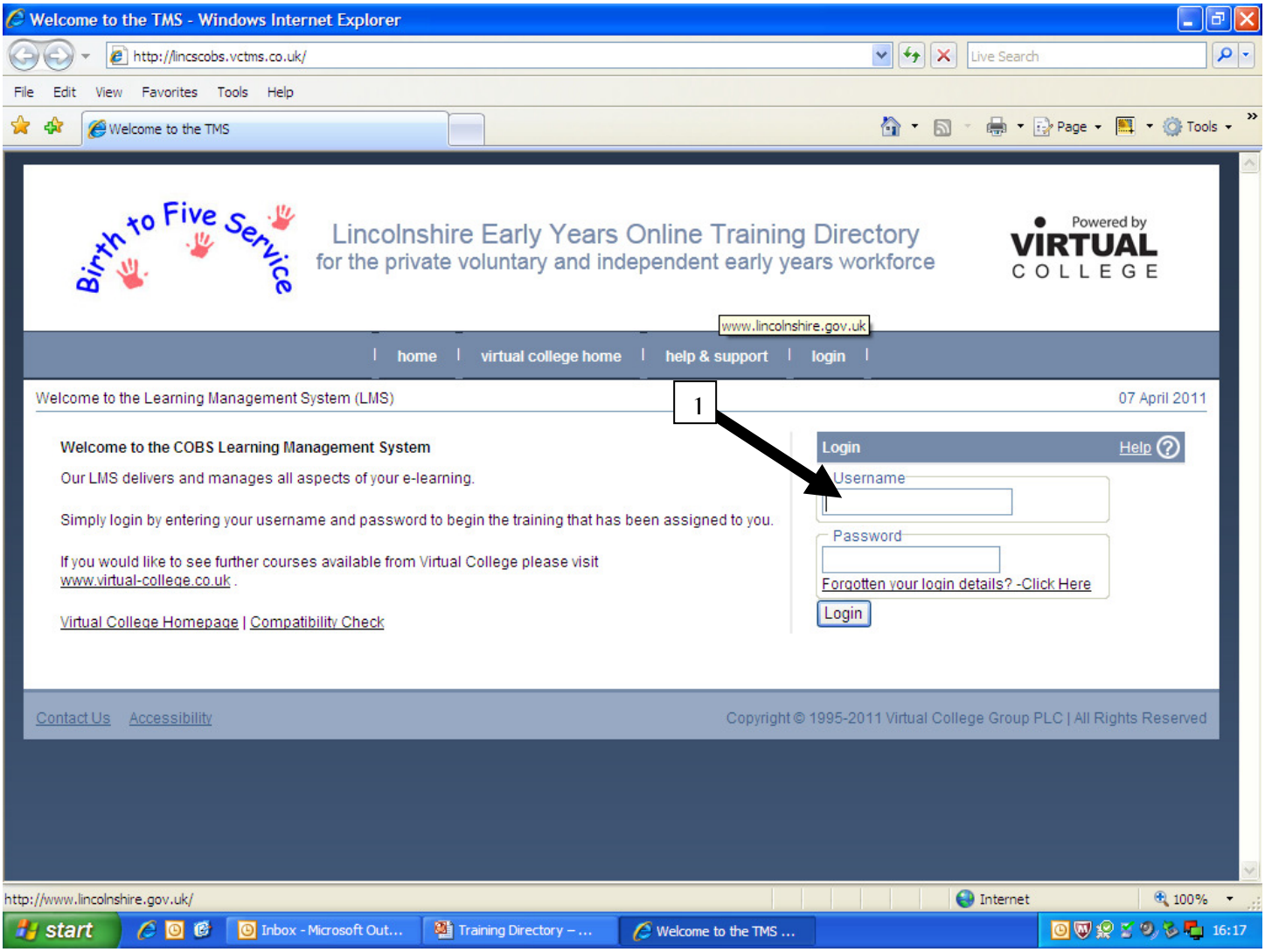
Home
Page Tools
Birth to Five Service
2011/2012 Training Directory
for the Children's Workforce in Lincolnshire
Powered by VIRTUAL COLLEGE
If you are a registered organisation please login here:
Username: username
Password:
GO
| Forgotten your password? | Register now
Click here to enter your training
Search
Course List
please select a course...
You are Here > Home
View Cart
1
Home
Courses
Common Core
Contact Us
Sitemap
The Birth to Five Service (on behalf of Lincolnshire County Council) remain committed to offering our practitioners a full range of courses that will focus on developing the early years & childcare workforce, enabling practitioners to keep up to date with legislation & initiatives, improve and build on existing skills and share "best practice" ensuring Every Child Matters in Lincolnshire.
After much consideration over the past few years it was decided that this was the year that we moved to an online training directory, aiming to be financially economical at the same time as being environmentally friendly. As this is a live system it will enable me to make changes throughout the year, additional courses where there is a possible oversubscription and alterations to other courses that appear to be less viable.
It is expected that this system will simplify the booking process and provide every learner with their own personalised learning record.
This year, for the first time, the courses that are advertised here will be available to partner professionals who work in the wider Children and Young Peoples Workforce. It is expected that having the opportunity to train in a multi agency way, will further enhance the work that we do with children & their families.
Every Child Matters In Lincolnshire
Done
Internet
100%
start
Inbox - Microsoft Out...
Home - Windows Inte...
Microsoft PowerPoint ...
14:59

Now we are going to look at how you manage your settings learning account. Go back to the home page of the online booking system.

1. Click on the black strip that says **Click here to access your training**.

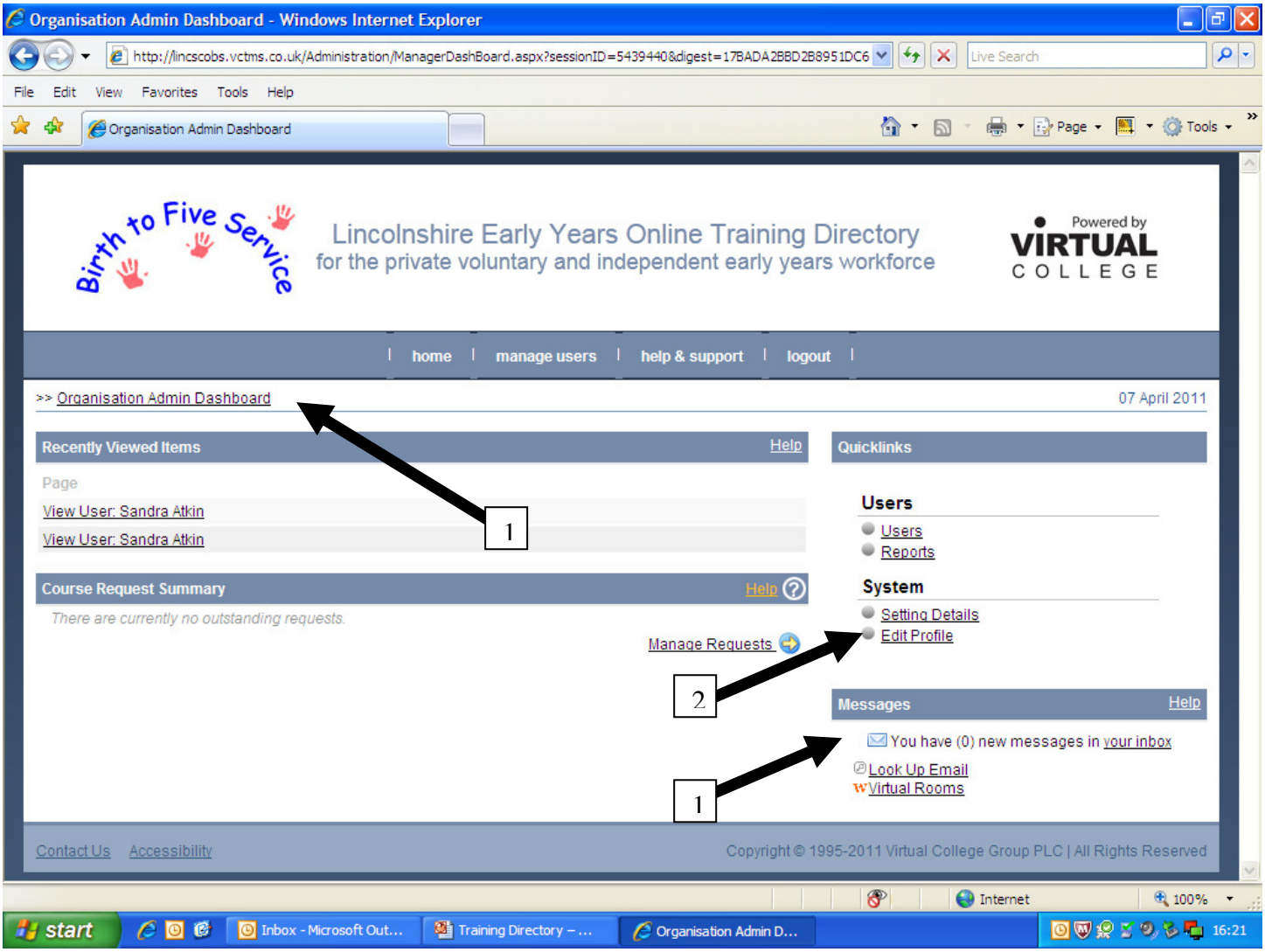

Welcome to the TMS - Windows Internet Explorer
http://lincscobs.vctms.co.uk/
Live Search
File Edit View Favorites Tools Help
Welcome to the TMS
Page Tools
Birth to Five Service
Lincolnshire Early Years Online Training Directory
for the private voluntary and independent early years workforce
Powered by VIRTUAL COLLEGE
www.lincolnshire.gov.uk
home | virtual college home | help & support | login
Welcome to the Learning Management System (LMS)
07 April 2011
1
Welcome to the COBS Learning Management System
Our LMS delivers and manages all aspects of your e-learning.
Simply login by entering your username and password to begin the training that has been assigned to you.
If you would like to see further courses available from Virtual College please visit www.virtual-college.co.uk .
Virtual College Homepage | Compatibility Check
Login
Help
Username
Password
Forgotten your login details? -Click Here
Login
Contact Us Accessibility
Copyright © 1995-2011 Virtual College Group PLC | All Rights Reserved
http://www.lincolnshire.gov.uk/
Internet
100%
start
Inbox - Microsoft Out...
Training Directory – ...
Welcome to the TMS ...
16:17

1. In the username and password boxes, enter the settings log in details (the same that you used to log into the buying end of the system).

The Registered Organisation will have an overview of all the training that has been booked for staff in their setting (it is generally just one person that will be nominated with this task to monitor bookings etc..)

Please note - These log in details are for your setting only and should not be shared with other organisations. Misuse of the information may result in the details being cancelled.

This is the same place that an individual will go and log in with their unique details but they will only be able to view their own bookings.

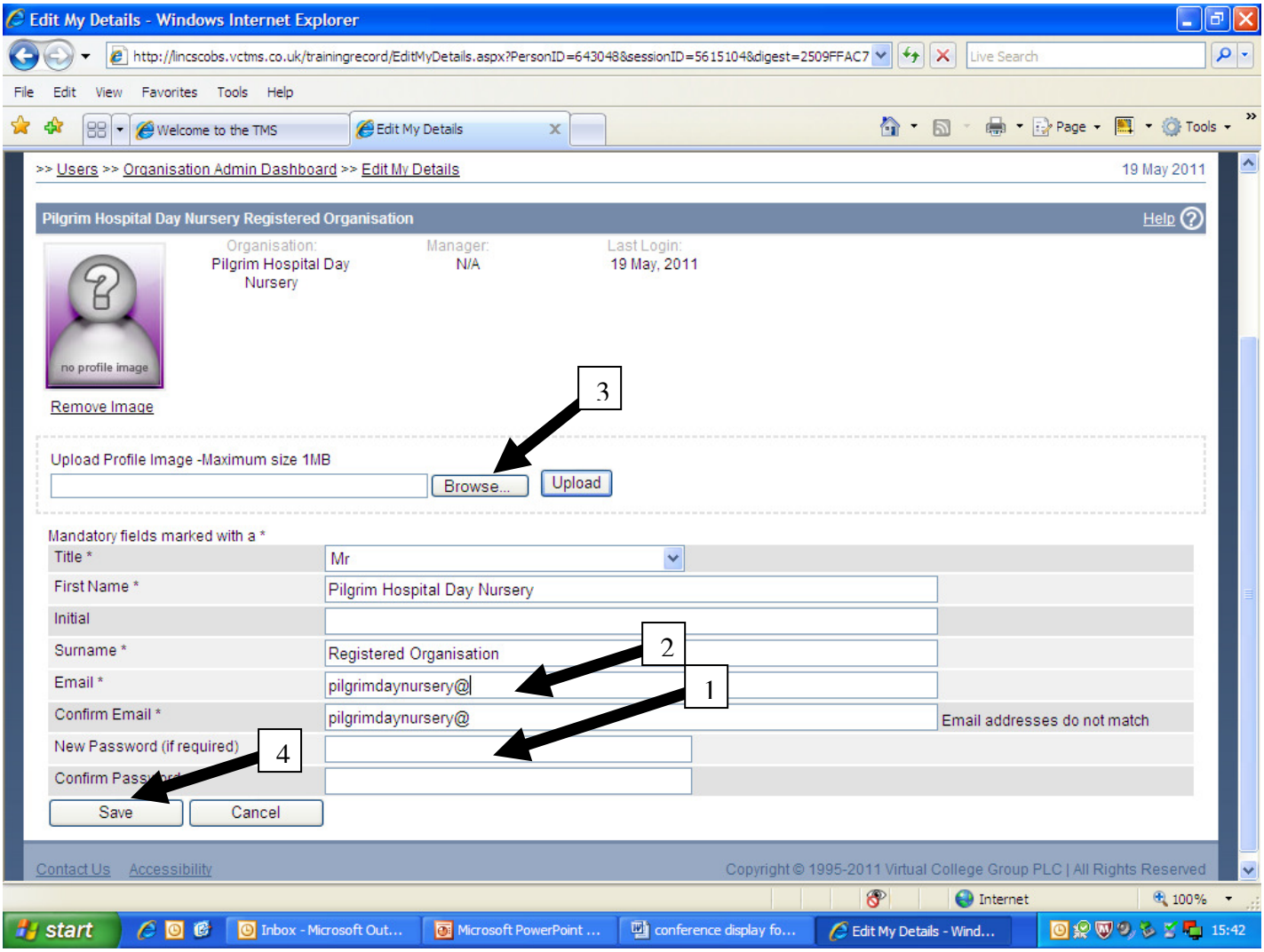


Once into your account you will be able to view what has happened most recently, or click on one of the **quicklinks** on the right.

1. If you've got any messages from the system administrator – that will also have gone to your email address you will see that you have messages in your **inbox** at the bottom.

2. The first thing you are advised to do is personalise your account. So if you click on **Edit Profile** now we'll go through this process.

3. On the top line you will see that currently you are on the Organisation Admin Dashboard, as you click on each area of your system you will see that path that you have travelled at the top here. This can be used as your shortcut to get back to where you need to be at anytime.



1. The priority here is to change your password as the one that you have been provided with initially is the default setting. Make it something that you will remember (although if you do forget it you can email the system administrator on the contact us page)

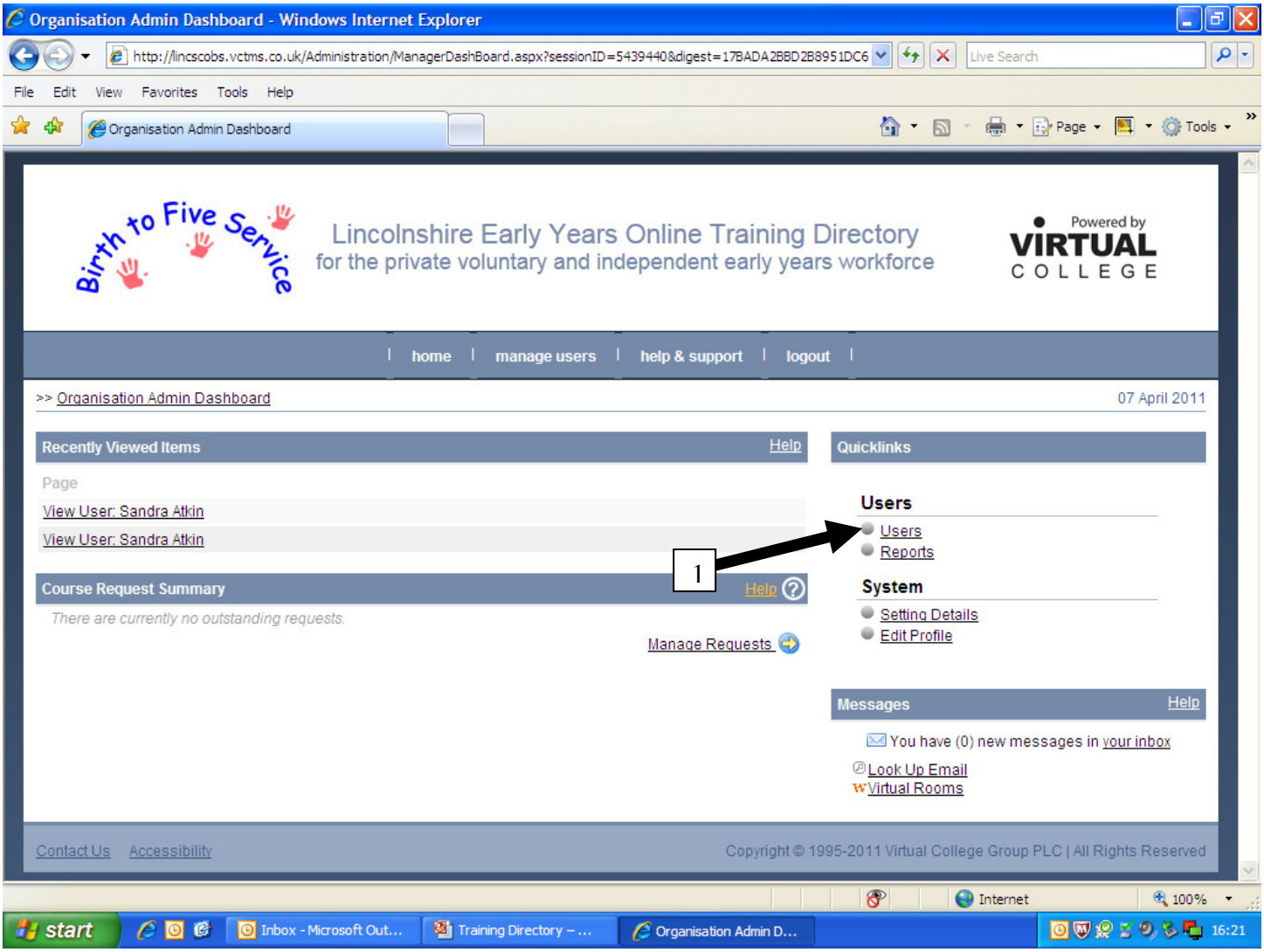
Confirm the password in the box below – ensuring it is spelt exactly the same as the first entry

2. Here you can change your email address if necessary – if it is the setting generic email that has changed please remember to update the Birth to Five Administration Team so as the records held are as up to date as possible.

3. Now to do the final touch – not mandatory but it will make it more personal. Why not upload a photograph or logo. Simply **browse** your folders on your computer to find the picture you want and then click on **upload**

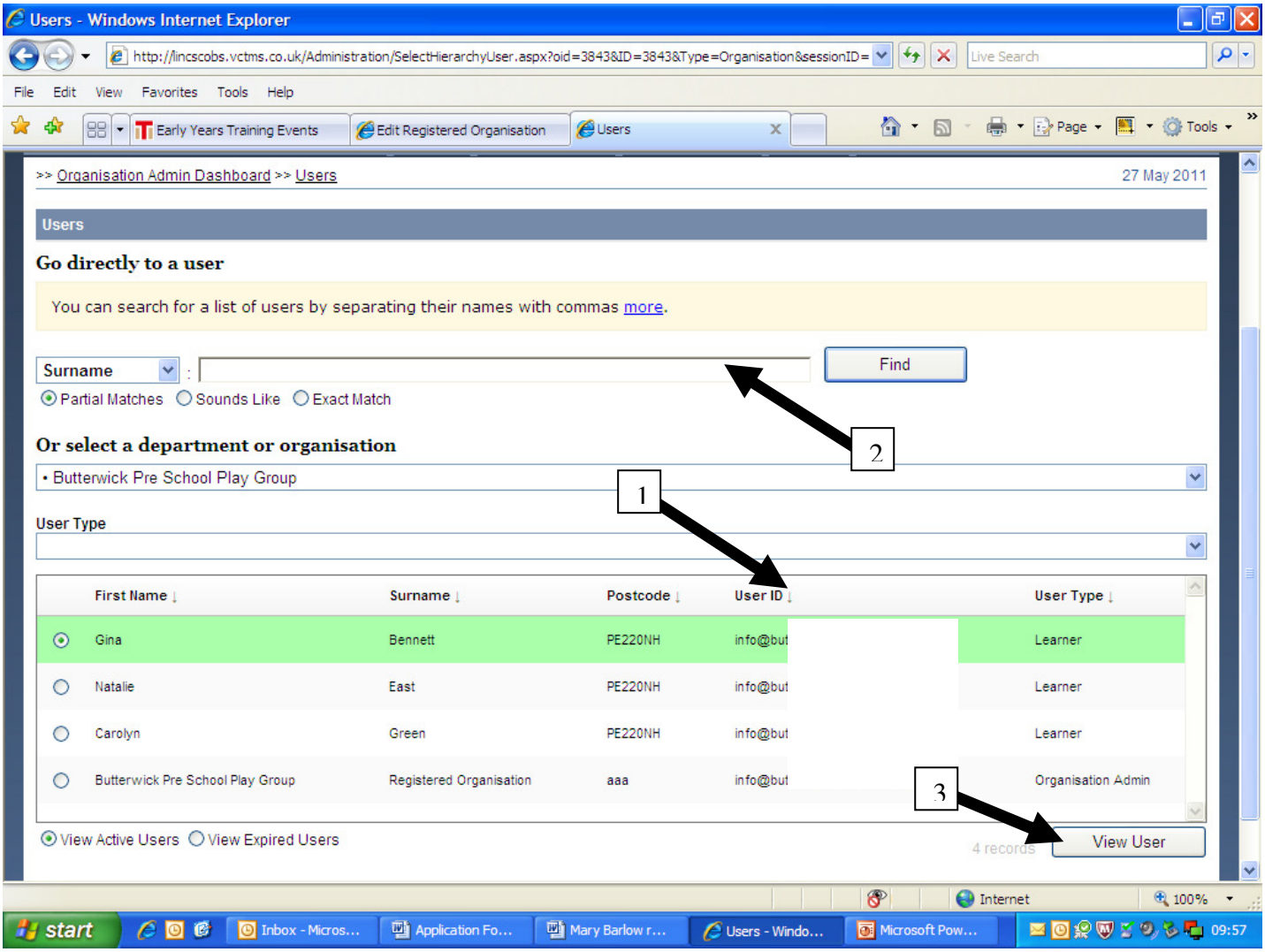
4. When you think you've made all the changes you want to simply click on **Save**.

Now to go back to your main page – click on the **Organisation Admin Dashboard** link along the top line



The most common link that you will use is the Users category under the **quicklinks**

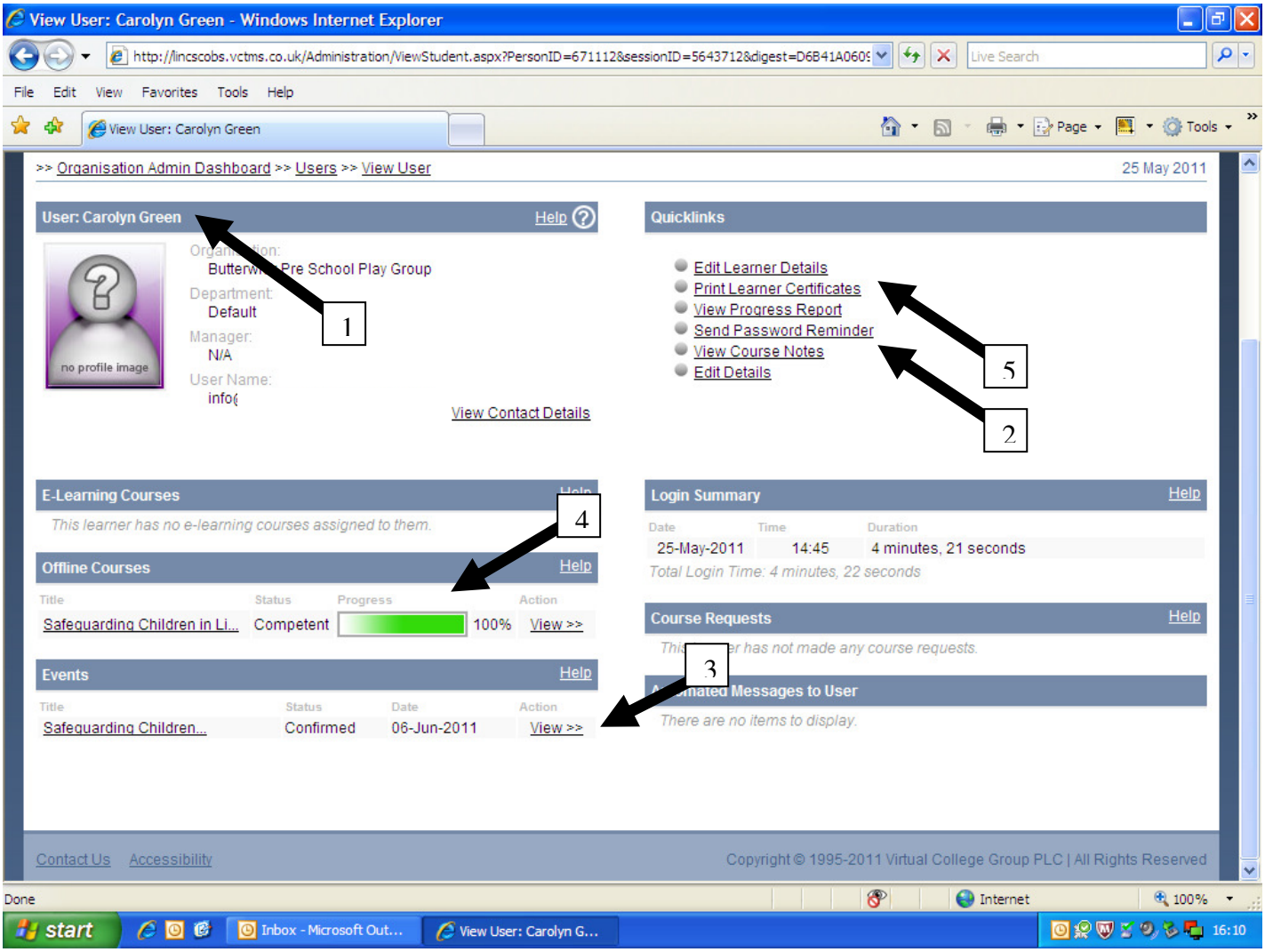
1. Click on the **Users** button



1. Here you will find your staff team, with their **userID**. Click in the small circle at the end of the line of the user you want to view – the chosen users details will be highlighted.

2. If you have a large staff team you can search for an individual by choosing how you want to search for them and enter that data – click on find

3. If your team is only small (or its just you) you should see the registered organisation and then the list of learners, just click on the circle next to their name, the line will change colour – click on **View User**



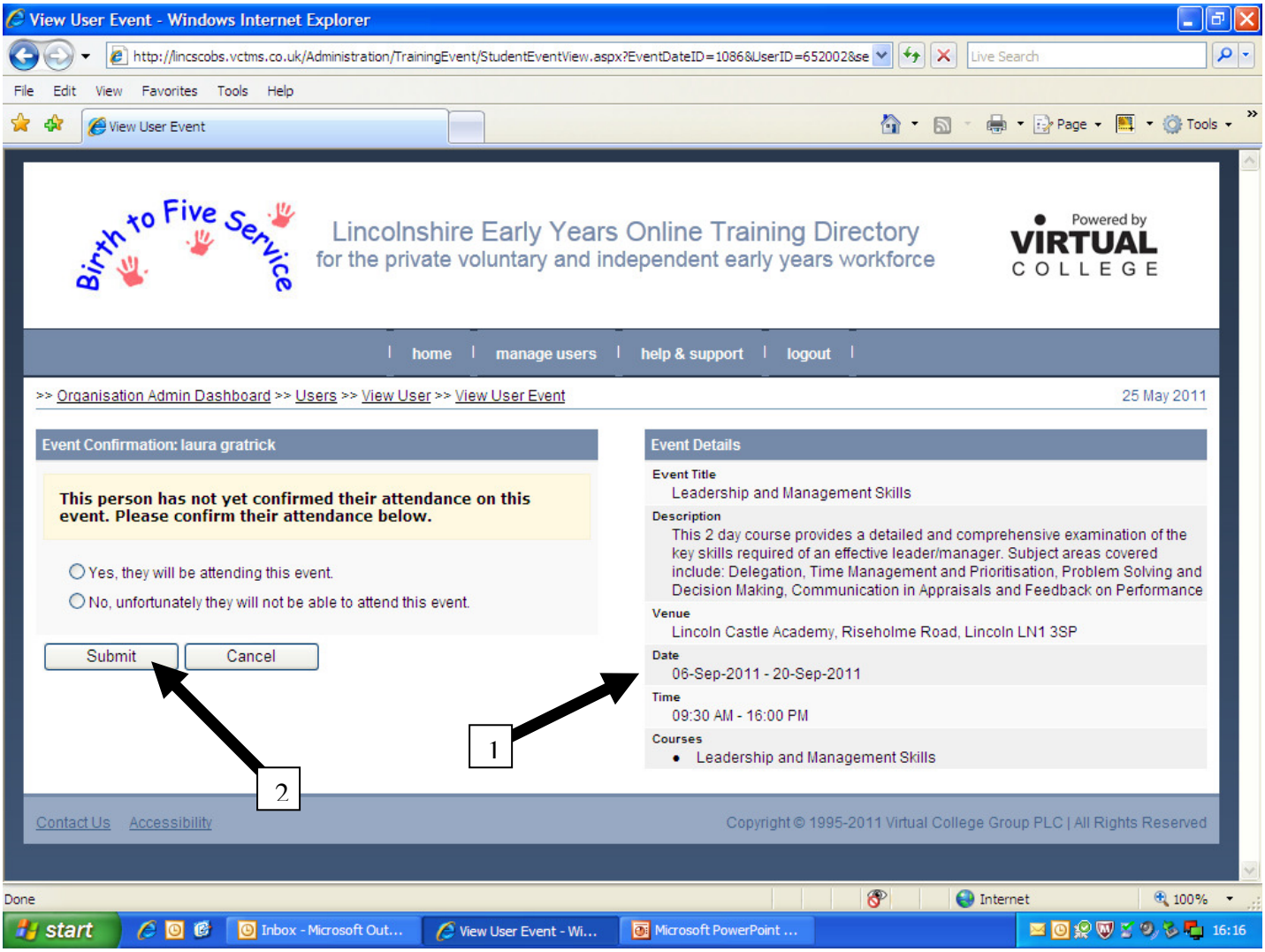
1. Check along the top here that this is the name of the user you wanted to review

2. You will see under the **quicklinks** on the right there is a number of things you can do with each of your staff members. Use these buttons here as shortcuts to go wherever you need to.

3. Under each staff member you will be able to view the courses that have been booked for them, and the status of their booking. In this case the course has been confirmed, but had it said awaiting confirmation you should remind the named delegate to log in and click view at the end of the line.

4. As the delegate completes all of the course requirements the box will move from zero to 100%

5. This is where training certificates will be stored for all the courses that have been completed


View User Event - Windows Internet Explorer
http://lincscobs.vctms.co.uk/Administration/TrainingEvent/StudentEventView.aspx?EventDateID=1086&UserID=652002&se
File Edit View Favorites Tools Help
View User Event
Page Tools
Birth to Five Service
Lincolnshire Early Years Online Training Directory
for the private voluntary and independent early years workforce
Powered by VIRTUAL COLLEGE
home | manage users | help & support | logout
>> Organisation Admin Dashboard >> Users >> View User >> View User Event
25 May 2011
Event Confirmation: laura gratrick
This person has not yet confirmed their attendance on this event. Please confirm their attendance below.
Yes, they will be attending this event.
No, unfortunately they will not be able to attend this event.
Submit
Cancel
Event Details
Event Title
Leadership and Management Skills
Description
This 2 day course provides a detailed and comprehensive examination of the key skills required of an effective leader/manager. Subject areas covered include: Delegation, Time Management and Prioritisation, Problem Solving and Decision Making, Communication in Appraisals and Feedback on Performance
Venue
Lincoln Castle Academy, Riseholme Road, Lincoln LN1 3SP
Date
06-Sep-2011 - 20-Sep-2011
Time
09:30 AM - 16:00 PM
Courses
Leadership and Management Skills
1
2
Contact Us Accessibility
Copyright © 1995-2011 Virtual College Group PLC | All Rights Reserved
Done
Internet
100%
start
Inbox - Microsoft Out...
View User Event - Wi...
Microsoft PowerPoint ...
16:16

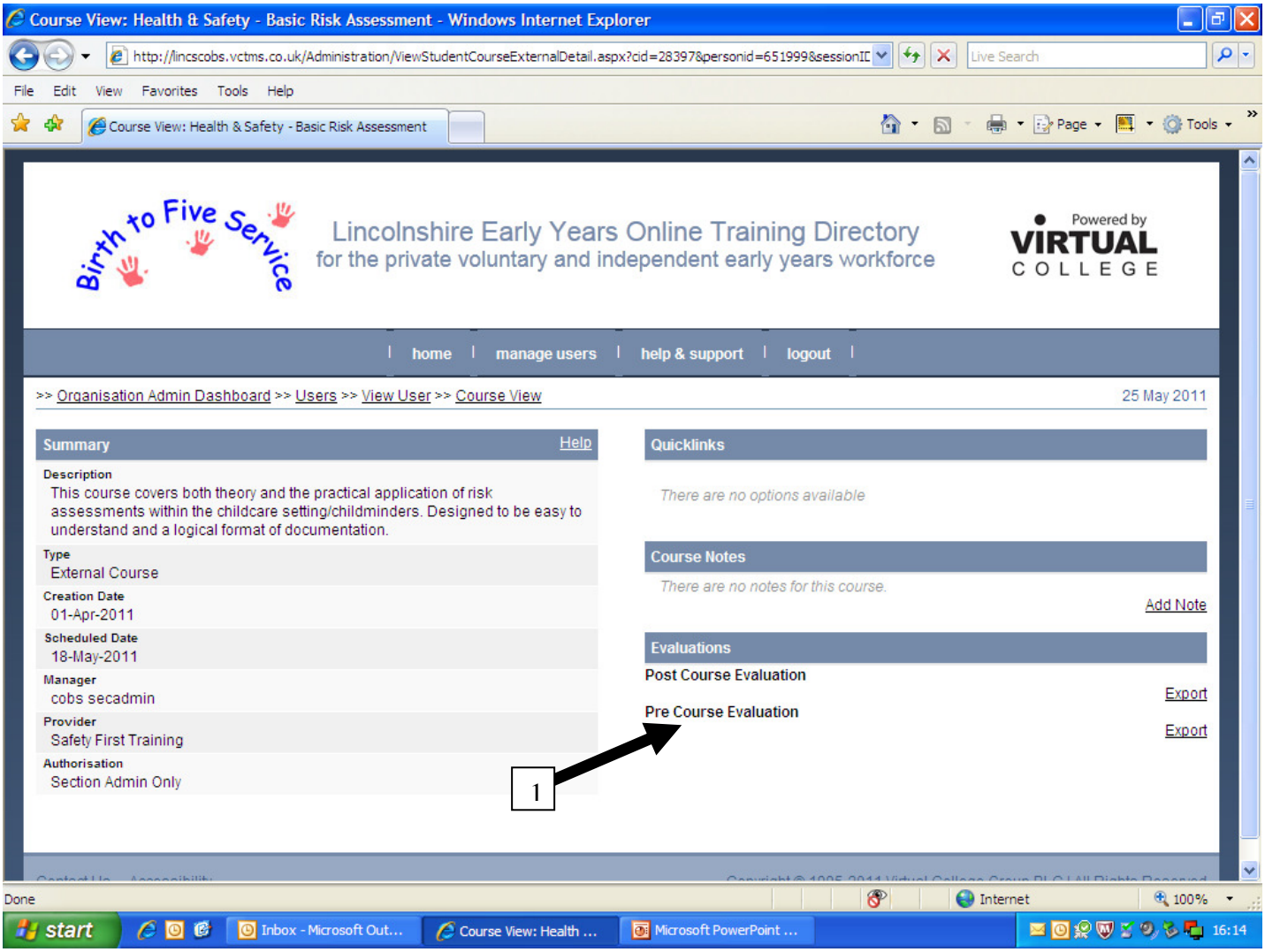
1. This will then open up this page, the course outline of what they have booked

2. If this page appears it means the candidate has not yet logged in and confirmed their attendance. **It is recommended that Managers encourage their team to do this themselves so as they can complete the pre-course questions at the same time. They will each have individual user accounts linked to your setting (so you have an overview of what your team are doing but they have to the responsibility of managing their own account once the manager has made the booking). There is a step by step user guide for individual candidates to support them in managing their accounts.**

You should be reminded that these courses are non-refundable, once the booking has been made – unless the course is cancelled or date altered by the Birth to Five Service, as this is at no fault of the setting.

Should you or a staff member have a last minute emergency (or they've left the setting) and you want to allocate an alternative staff member to the training then please contact the Birth to Five Service (email us via the contact us link on the home page providing as much information as possible) and we will amend your booking for you.

If you find that no-one else can go in their place then please remember to cancel their place so as the setting doesn't get charged the non-attendance fee of £25

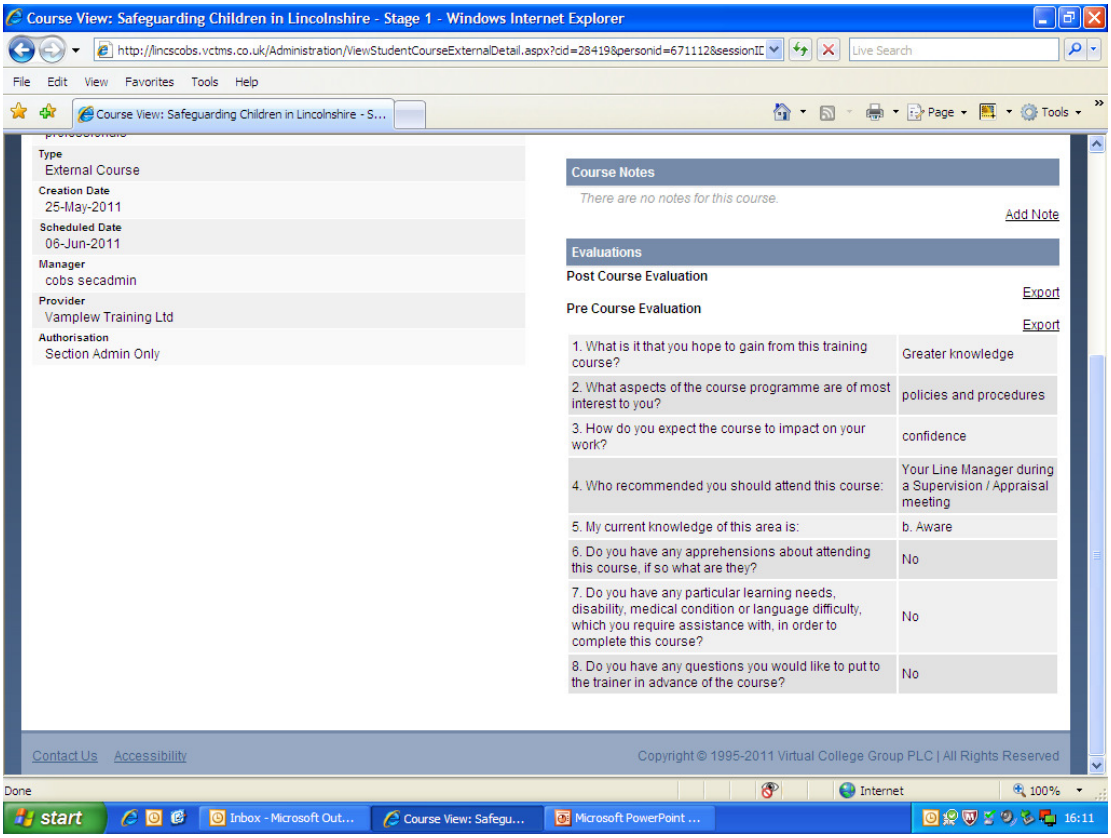


1. Once the staff member has confirmed their attendance, it activates the system to make live the **pre course evaluation** questions for each delegate to complete within their learning account. Once this has been done you will be able to see the comments they have made under each of the headings.

This is the same for the post course evaluation – the staff member should be accessing their account within 10 days of course completion (any longer than this and they may have forgotten the content of the course and any feedback they wanted to give). When this is submitted their comments will be displayed, this may be useful to discuss at supervision / team meetings as they could have valuable suggestions for changing practice.

Please note - The system will not allow the staff member to complete the post course evaluation until after the last date the course was delivered.

Don't forget to continue to promote the use theTraining Passport as this is an ongoing record of their training (additional copies of these can be requested from the Birth to Five Workforce Development Team)


Course View: Safeguarding Children in Lincolnshire - Stage 1 - Windows Internet Explorer
Type
External Course
Creation Date
25-May-2011
Scheduled Date
06-Jun-2011
Manager
cobs secadmin
Provider
Vamplew Training Ltd
Authorisation
Section Admin Only
Course Notes
There are no notes for this course.
Add Note
Evaluations
Post Course Evaluation
Export
Pre Course Evaluation
Export
1. What is it that you hope to gain from this training course? Greater knowledge
2. What aspects of the course programme are of most interest to you? policies and procedures
3. How do you expect the course to impact on your work? confidence
4. Who recommended you should attend this course: Your Line Manager during a Supervision / Appraisal meeting
5. My current knowledge of this area is: b. Aware
6. Do you have any apprehensions about attending this course, if so what are they? No
7. Do you have any particular learning needs, disability, medical condition or language difficulty, which you require assistance with, in order to complete this course? No
8. Do you have any questions you would like to put to the trainer in advance of the course? No
Contact Us Accessibility
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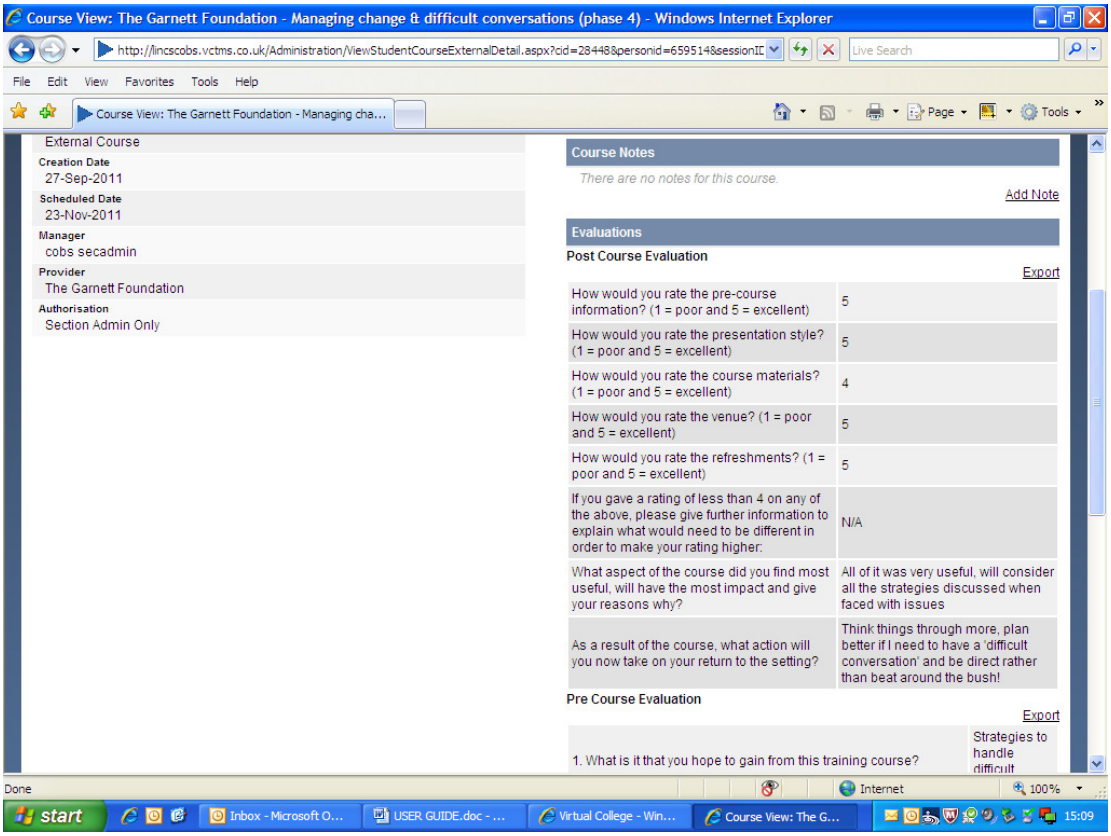
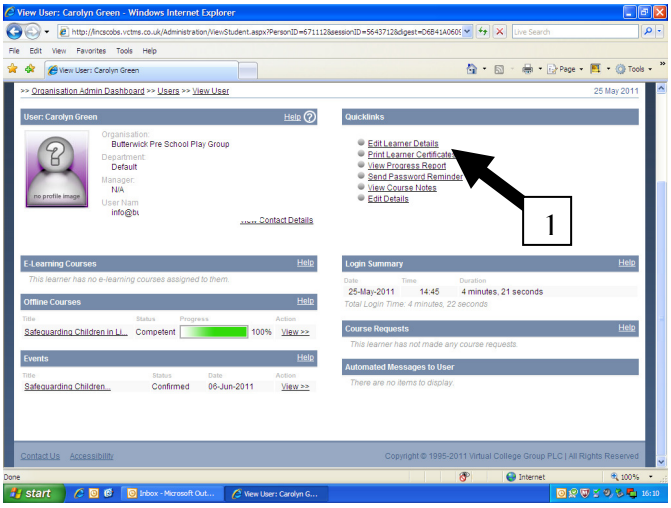
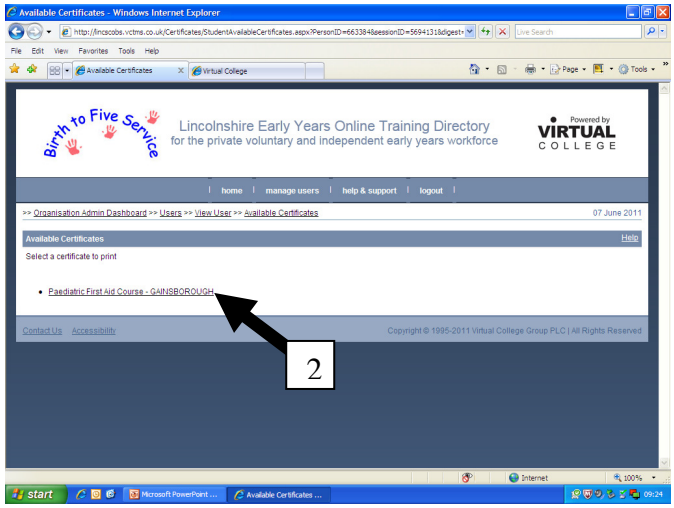
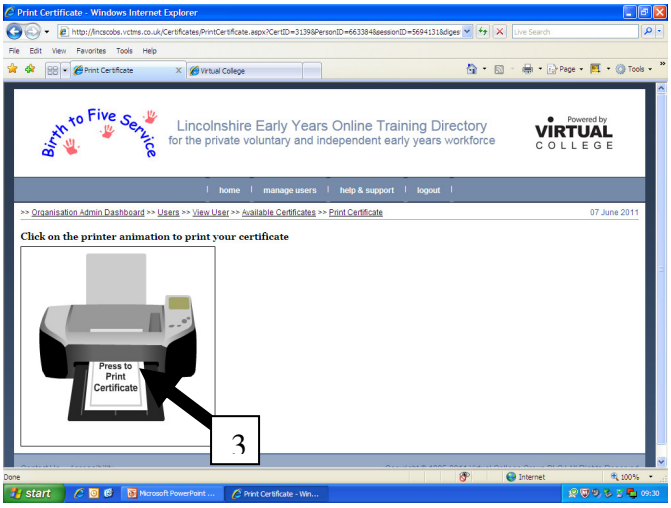
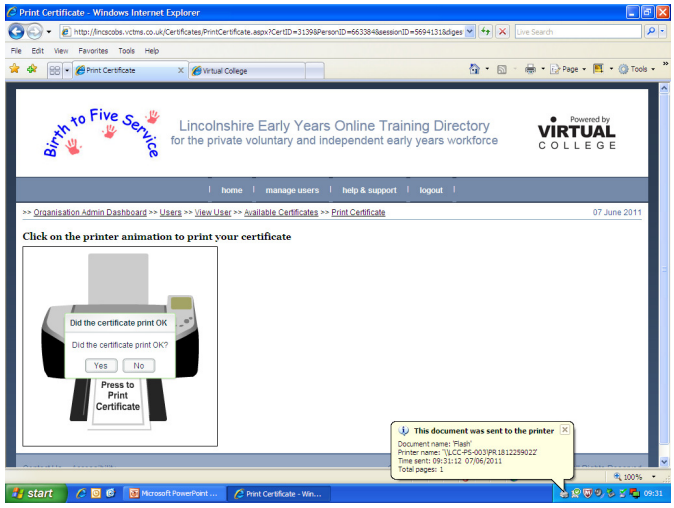

Course View: The Garnett Foundation - Managing change & difficult conversations (phase 4) - Windows Internet Explorer
External Course
Creation Date
27-Sep-2011
Scheduled Date
23-Nov-2011
Manager
cobs secadmin
Provider
The Garnett Foundation
Authorisation
Section Admin Only
Course Notes
There are no notes for this course.
Add Note
Evaluations
Post Course Evaluation
Export
How would you rate the pre-course information? (1 = poor and 5 = excellent) 5
How would you rate the presentation style? (1 = poor and 5 = excellent) 5
How would you rate the course materials? (1 = poor and 5 = excellent) 4
How would you rate the venue? (1 = poor and 5 = excellent) 5
How would you rate the refreshments? (1 = poor and 5 = excellent) 5
If you gave a rating of less than 4 on any of the above, please give further information to explain what would need to be different in order to make your rating higher: N/A
What aspect of the course did you find most useful, will have the most impact and give your reasons why? All of it was very useful, will consider all the strategies discussed when faced with issues
As a result of the course, what action will you now take on your return to the setting? Think things through more, plan better if I need to have a 'difficult conversation' and be direct rather than beat around the bush!
Pre Course Evaluation
Export
1. What is it that you hope to gain from this training course? Strategies to handle difficult




Available Certificates - Windows Internet Explorer
Lincolnshire Early Years Online Training Directory
for the private voluntary and independent early years workforce
Powered by VIRTUAL COLLEGE
Available Certificates
Select a certificate to print
Paediatric First Aid Course - GAINSBOROUGH
2


Print Certificate - Windows Internet Explorer
Lincolnshire Early Years Online Training Directory
for the private voluntary and independent early years workforce
Click on the printer animation to print your certificate
Press to Print Certificate
3

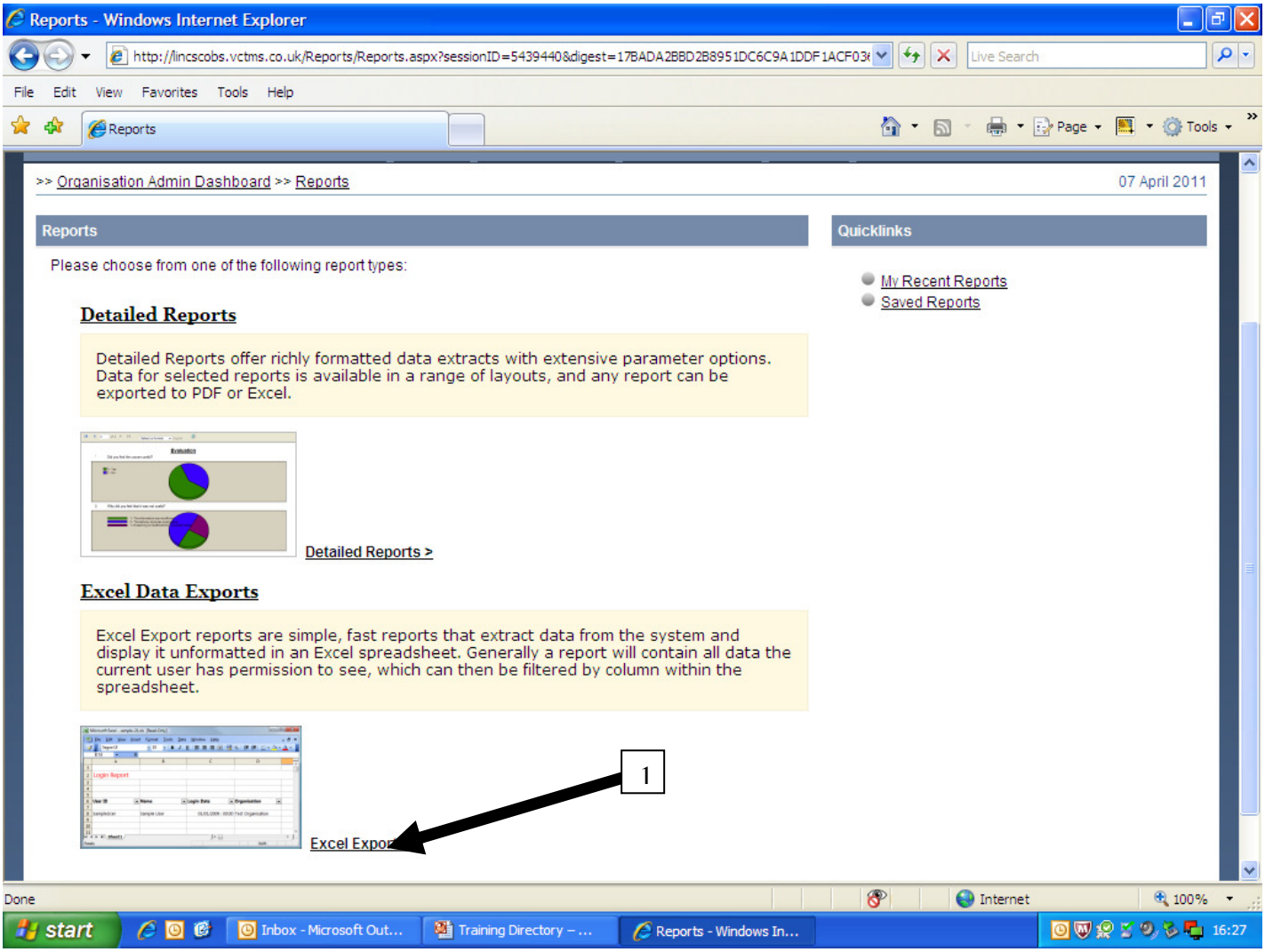

Print Certificate - Windows Internet Explorer
Lincolnshire Early Years Online Training Directory
for the private voluntary and independent early years workforce
Click on the printer animation to print your certificate
Did the certificate print OK
Did the certificate print OK?
Yes
No
Press to Print Certificate
This document was sent to the printer

1. When the course is finished and the required evaluation form has been completed, by the learner, the system will automatically activate the **attendance certificate.** The staff member can access this from their account but as a manager you can also print these off for your records. Under the **'quicklinks'** heading on the staff members profile you will see the heading **print certificates**.

2. If you **follow the link** to the course certificate you want to print off

3. Click on the **printer picture,** this will send the request to your default printer (please make sure the printer is connected to your PC).

Don't worry if you're not, this will stay in your learning management system.

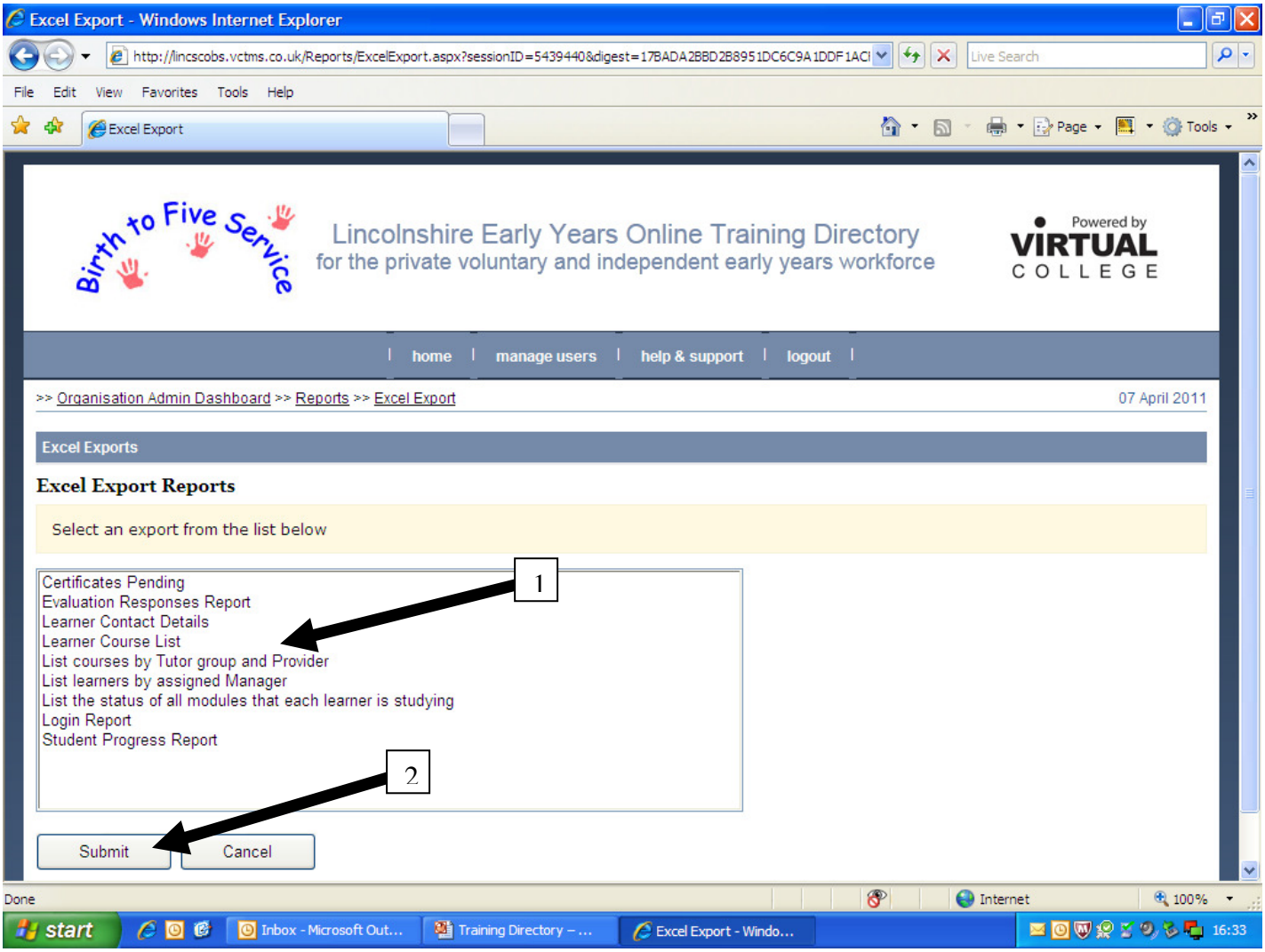

Reports - Windows Internet Explorer
>> Organisation Admin Dashboard >> Reports
07 April 2011
Reports
Quicklinks
Please choose from one of the following report types:
My Recent Reports
Saved Reports
Detailed Reports
Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.
Detailed Reports >
Excel Data Exports
Excel Export reports are simple, fast reports that extract data from the system and display it unformatted in an Excel spreadsheet. Generally a report will contain all data the current user has permission to see, which can then be filtered by column within the spreadsheet.
1
Done
Internet
100%
start
Inbox - Microsoft Out...
Training Directory – ...
Reports - Windows In...
16:27

As a Manager there may be occasions when you want to print off your training record to show professionals e.g. Ofsted Inspectors, your training plan for the year ahead can be done here for you!

Back on the top line, click on **Organisation Admin Dashboard** and under the **quicklinks** you should click on **Report**

1. Depending on which type you want – click on the relevant **Export** link.

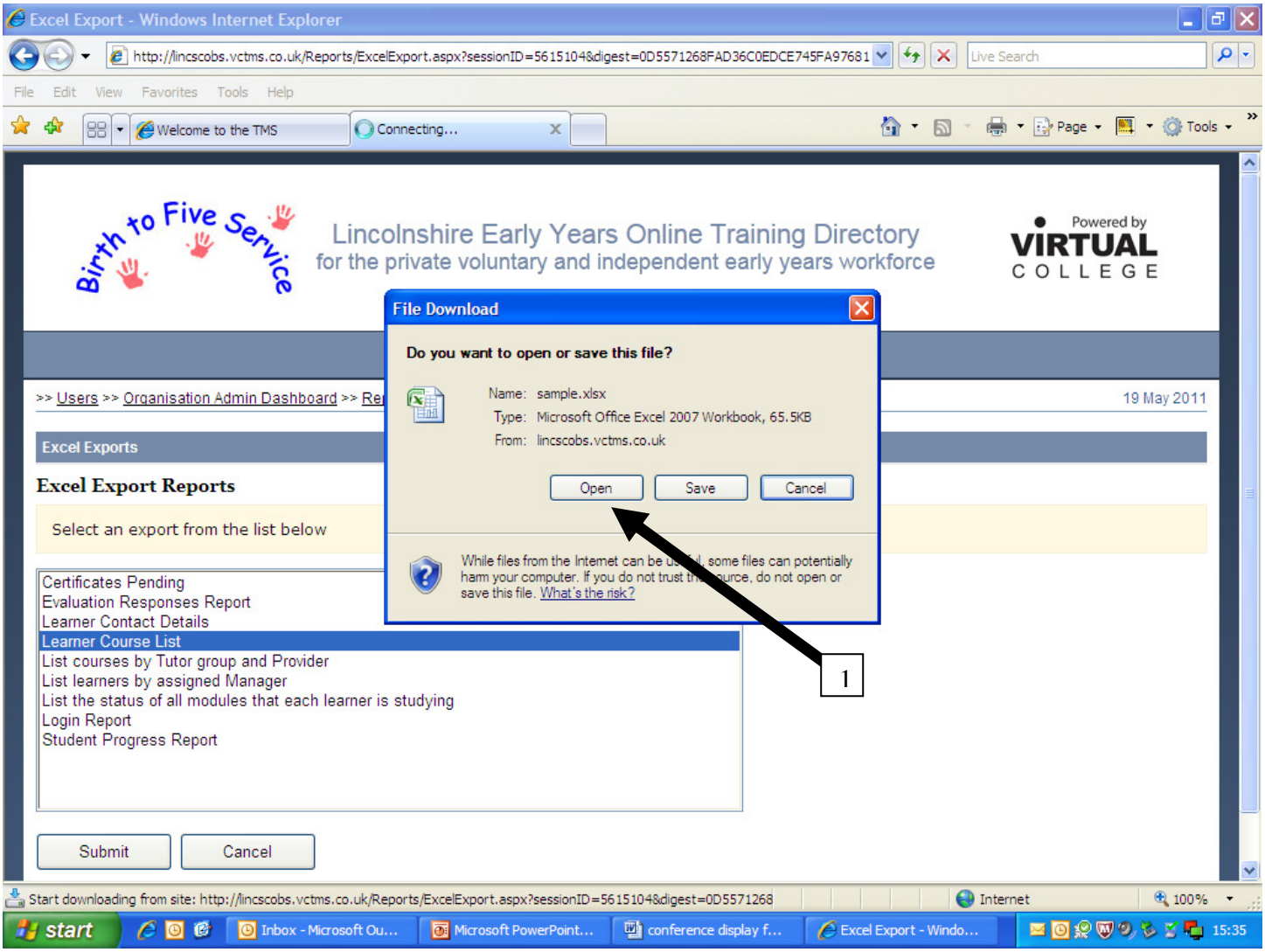
Please note: If you want to create an Excel report you need to ensure that you have either Excel or Open Office Calc loaded onto your PC or it won't recognise the format.



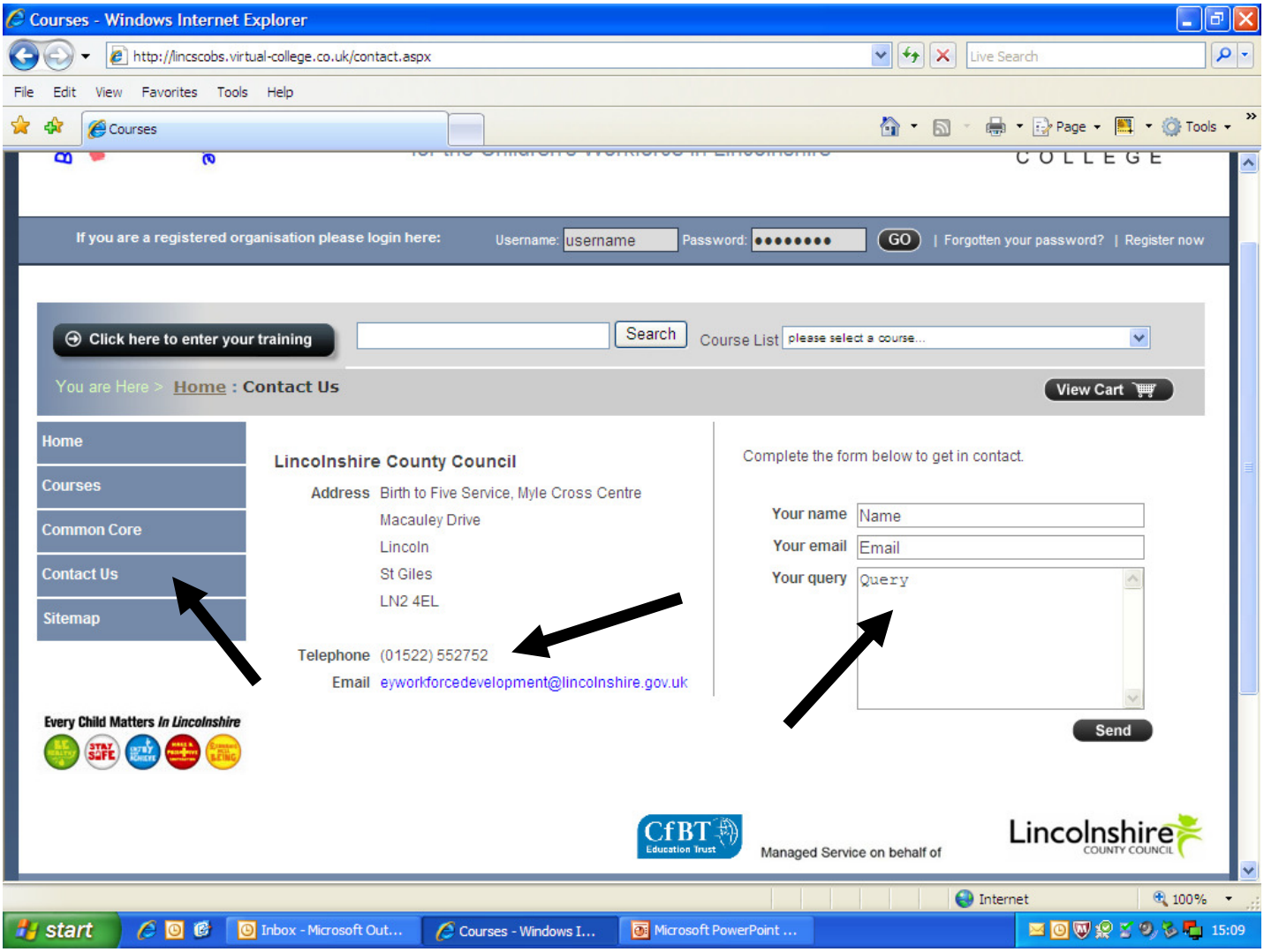
You will see here that you have a number of reports that the system will create for you.

1. The most popular is learner course list.

2. Highlight the one that you want to create and after a couple of seconds the submit button will come live, **click on here**.



1. There will be a prompt to appear to ask you what you want to do with the file – open it or save it. I suggest that initially you click to open it as you will have the option to save it once it is opened if it has data on there that you want to save and view again later.



Should you have any problems, queries or suggestions for future improvements to the system, please don't hesitate to contact the system administrator via any of the methods advertised.

Most frequently asked questions to date:

Q. Do we get a username and password for each staff member or just for the setting?

A. The setting will get log in information in order to benefit from the funding that is available for training – they will always be classed as the super user for the setting and all bookings are made on this information.

Individual users will receive a user name and password once they have been set up on the system, in order to be able to view their profile, course bookings and complete course evaluations. As a default the setting email address is the one that will be used for bookings so the Manager will be the person to receive any correspondence regarding the course. If an email is sent to the delegate it will go to this email address and can also be viewed by the delegate when they log in to view their record.

Q. Can my staff team have a look at the training on any PC?

A. Yes, as the directory is situated on the Birth to Five website you can view the courses from anywhere there is an internet connection. So rather than having the paper based book that was previously passed around the staff team, they can now have a look at what is on offer and bring a suggested list to their supervision / appraisal meetings ready for discussion

Q. Is there a recommended number of training days staff are required to do this year?

A. With the reduction in a training budget the Birth to Five Service are no longer able to support settings financially with their staff cover costs. As a result the recommendation is that staff 'do a reasonable amount of training in order to continue to meet the EYFS requirements'

Q. Is there a limit to the number of training courses that my staff can do?
No, as there is not the funding available to support the settings with funding for staff cover it will be at the discretion of the Manager to discuss their staff teams training needs during supervision / appraisal meetings.

Q. I've forgotten my log in details, how can I find out what they were?

A. If you saved the email confirmation that could be referred too, but if not then please contact the system administration and you will receive an email back with these details

Q. If a staff member leaves the setting who does the training course belong to?

A. The training belongs to the person that paid the booking fee

Q. There seems to be a lot of emails from the system, is this right?

A. The booking generates emails for a number of reasons, confirmation of a place, event confirmation nearer the time of delivery, any changes to the course schedule etc… The payment receipt will come from World Pay (one the chosen payment method) and will appear on your bank statement as WP Virtual College

Q. I haven't had confirmation of a course, should I have done?

A. Yes, course confirmation is automatic and should be received as an email almost immediately. If you have any doubts as to whether or not your booking completed please contact the system administrator by one of the methods on the system and it can be investigated for you

Q. As the person responsible for overseeing the settings training bookings, can I alter the names of staff due to attend a course

A. No, but it can be done, if you email the Birth to Five Service system administrator (click on the email link on the contact us page of the training directory booking system). If you add the information of the delegate that is booked on and the name of the person you want to alter it too, then it will be done and email confirmation will be sent to you

Q. What if I can no longer attend on the date that I have originally booked?

A. You will need to contact the system administrator via email on the contact us link, providing all of the information in order that a transfer can be made.

Q. Can staff members book onto the training courses themselves?

A. It is not recommended, only the nominated person should book through the registered organisation log in details. Users are all supplied with usernames and passwords but this is for them to manage the bookings that have been made for them. An individual can book a course but they would not be entitled to the discount that the setting receives if they book it themselves.

Q. Do delegates have to complete the pre-course questionnaire?

A. It is very helpful if delegates complete these questions in advance of the course so as the trainer can be prepared for any individual / learning needs. Its also useful to know the level of knowledge delegates have and their expectations of the course as it could mean the trainer has to prepare additional materials in order that everyone goes away with the knowledge they hoped to gain

Q. Who can see the post-course evaluation comments?

A. The delegate will have this retained in their system, therefore the person overseeing the settings training will also be able to view these. The training will be able to get a summary of comments that are anonymous. It is useful if you can be honest and constructive with your feedback as it is useful to plan for the future and see where changes would be appropriate

Q. What if the Birth to Five Service should need to cancel a course?

A. This is avoided wherever possible but a course needs to be financially viable wherever possible and of course the low numbers make group participation very difficult. In extreme circumstances that this will happen, due to low numbers of delegates, extreme weather conditions or tutor illness (if a replacement tutor cannot be organised). You will be contacted at the earliest opportunity and informed of the rescheduled date. If you cannot attend the new date a full refund will be given.

Q. What if a staff member fails to attend a course?

A. The registered organisation is responsible for overseeing all bookings made so there should be regular communication between them and their team. If it is found that a delegate, for any reason, can't attend a course please email the system administrator so the booking can be either cancelled or transferred – if another staff member can go in their place that is great, or if the original candidate can attend an alternative date, the booking can be moved.

Failure to cancel or reschedule a place on a training event will incur a £25 fee

So here's to being pioneering …

Should you get stuck, please don't hesitate to get in touch and we'll talk you through it!

01522 552758

eyworkforcedevelopment@lincolnshire.gov.uk

www.birthtofive.org.uk

@LincsTraining

BirthtoFiveTraining